



eSTART

Leave Administrators

User Guide

May 2014

General Information About This Manual

This manual is designed to provide State employees with an overview of the eSTART Time and Attendance System. This manual provides basic procedures; however, you may need to seek clarification on specific agency procedures or rules from your agency personnel manager or supervisor.

Nothing in this handbook should be construed to amend any laws, regulations, policies or procedures established by the State of Alabama or specifically the Alabama State Personnel Department.

Certain procedures contained within this manual are subject to change or revision without prior notice. Employees will be notified as soon as possible when changes or revisions occur.

All leave accruals and usages in eSTART are estimates and/or projections that are based on the concept that all employees earn leave and have leave to use. These estimates and projections may not be accurate.

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Core Leave Concepts

Importance

Purpose

It is important that the State of Alabama's leave policy rules are consistently and accurately administered. To make this happen, employees' paid and unpaid leave should be managed in an efficient and timely manner. The Leave application supports the ability to perform leave administration tasks.

eSTART Leave:

- Automates the process of administering leave policies.
- Assists the State of Alabama in achieving compliance with required federal and state mandates.

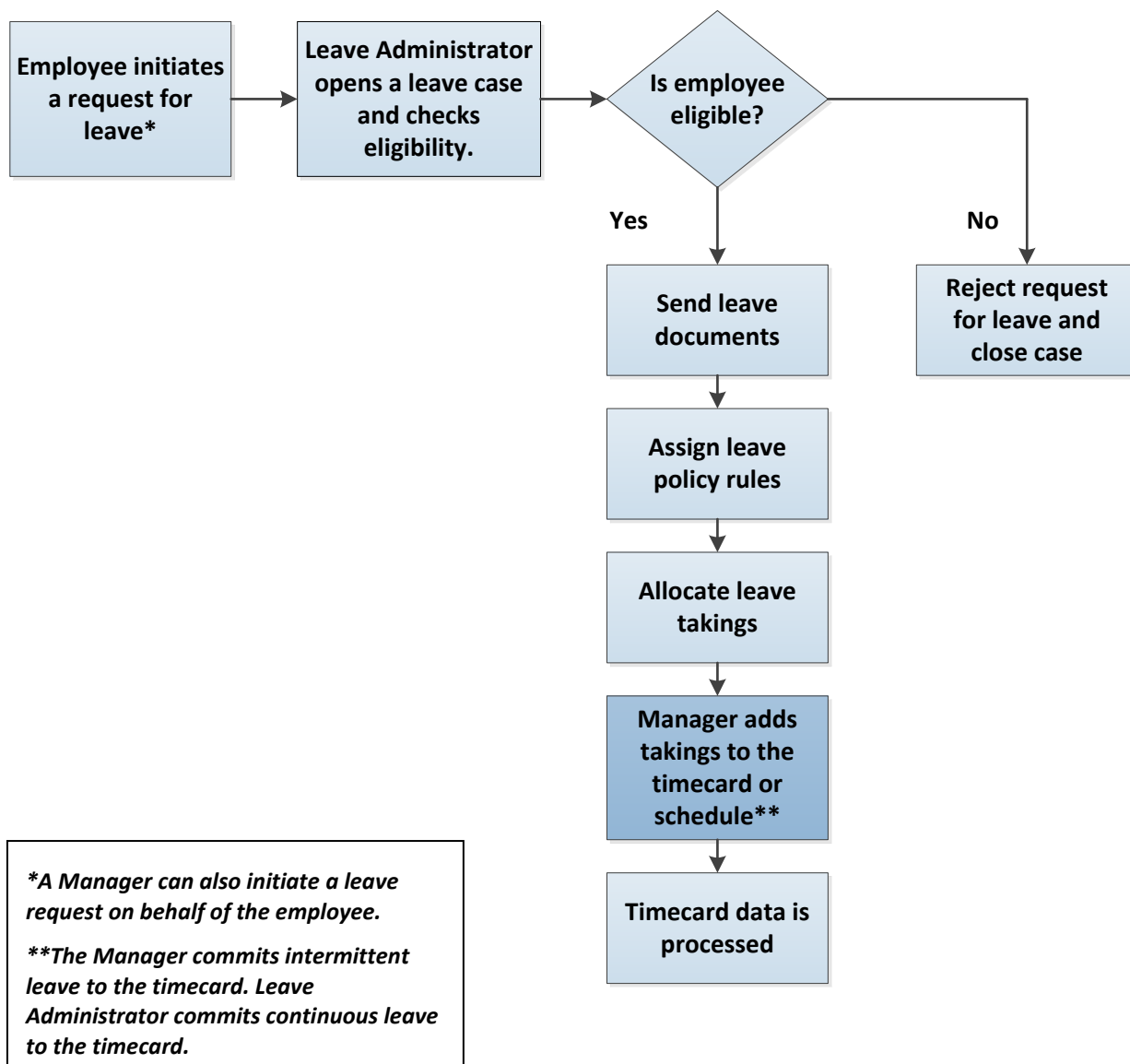


The Leave Process

Purpose

The Leave process automates the administering and tracking of paid and unpaid leave policies. Administrators can easily track both continuous and intermittent leave. In addition to centralizing administration of leave policies throughout the State of Alabama, employees benefit from the consistent application of leave policies to individual leave cases.

The following illustration shows the high-level process for administering leave cases. Managers are responsible for entering intermittent time into the employee's timecard or schedule.





Roles and Responsibilities

Purpose

Each employee and manager has responsibilities that are important in the leave process. Each person's role determines his or her responsibilities, and the tasks that he or she performs in the application.

Common Employee Tasks

On an as-needed basis, employees perform the following tasks:

- Submit leave requests
- Provide required leave documentation
- Submit requests for additional leave, as needed

Common Manager Tasks

On a daily basis, department managers perform the following tasks:

- Monitor leave events through leave views
- Enter hours for employees' intermittent leave cases

On a pay period or as-needed basis, managers perform the following task:

- Run leave reports

Common Leave Administrator Tasks

On a pay-period or as-needed basis, typical Leave Administrator tasks include:

- Run reports
- View People records
- Administer Leave Cases



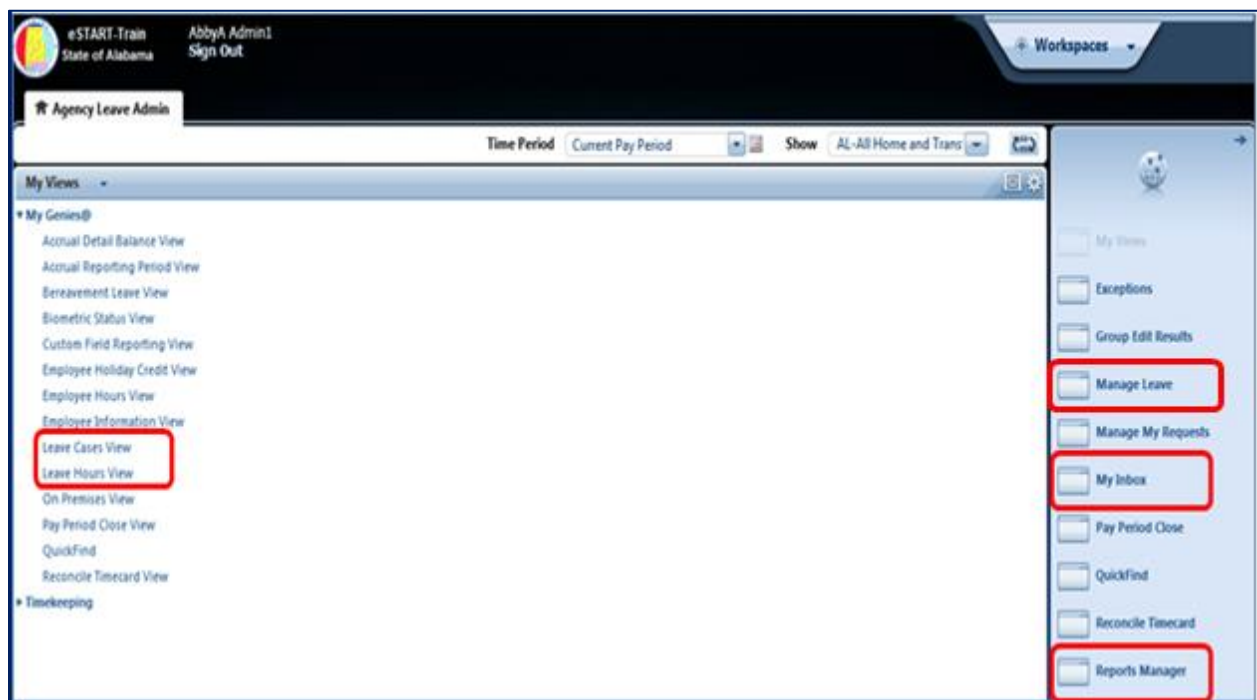
Managing Leave

Exploring Leave Tools in eSTART

Purpose

The navigator is your starting point for creating and maintaining your employees' time and leave information. There are four key tools available in the Related Items pane that help you to perform common leave tasks, such as entering your employees' leave takings, and monitoring leave cases.

Key Leave Tools



Navigator area	Description
Manage Leave	Use the Manage Leave to review incoming leave messages and process leave requests.
My Inbox	Use My Inbox to view messages pertaining to Leave Cases. If an administrator has an Outlook mailbox, the message will be received in Outlook as well.
My Views	Access the My Views workspace in eSTART to view Leave Views such as Leave Hours View and Leave Cases View . You can also use this workspace to access employee timecards for purposes of entering intermittent leave time for employees.
Reports Manager	Access the Reports Manager workspace in eSTART to run and view leave reports, such as the Leave Hours Detail and Leave Hours Summary reports.



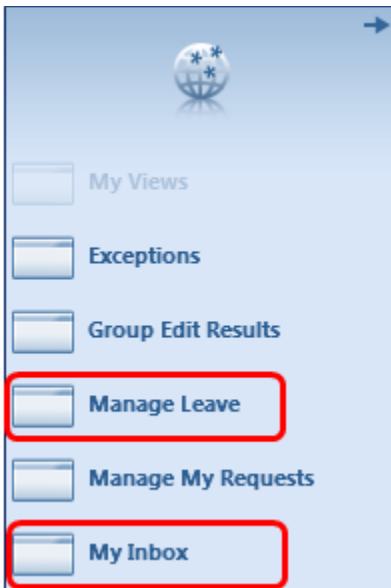
My Inbox

Purpose

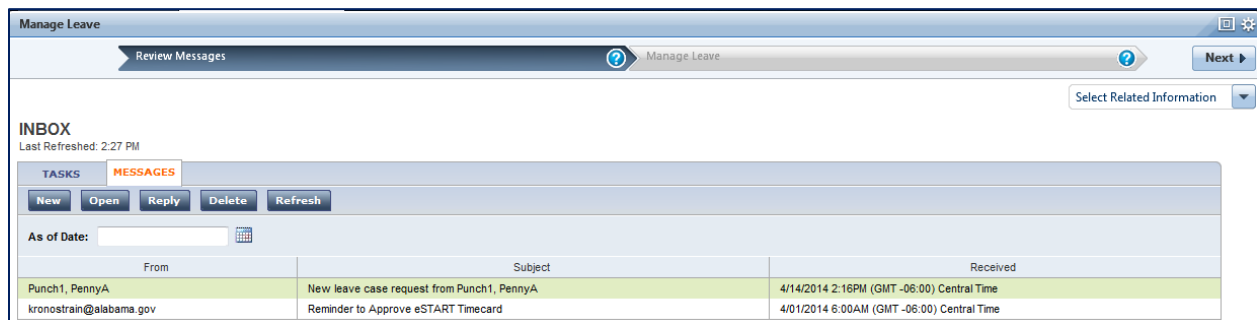
If an employee requests a Leave case the Leave Administrator will receive a message in their inbox and Outlook mailboxes.

Note: When a manager opens a Leave case for the employee, a message will not be generated. The best practice is to monitor the **Leave Cases View** on a daily basis. This is discussed further in the next section.

To verify these messages in eSTART, navigate to the related items pane and select **My Inbox** or **Manage Leave**. In this example, **Manage Leave** was selected.

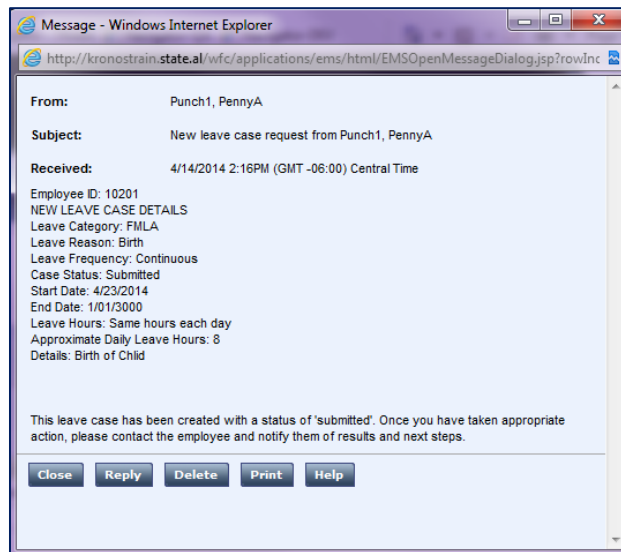


1. Select the **Messages** tab.
2. Click on a message to open it, if needed.

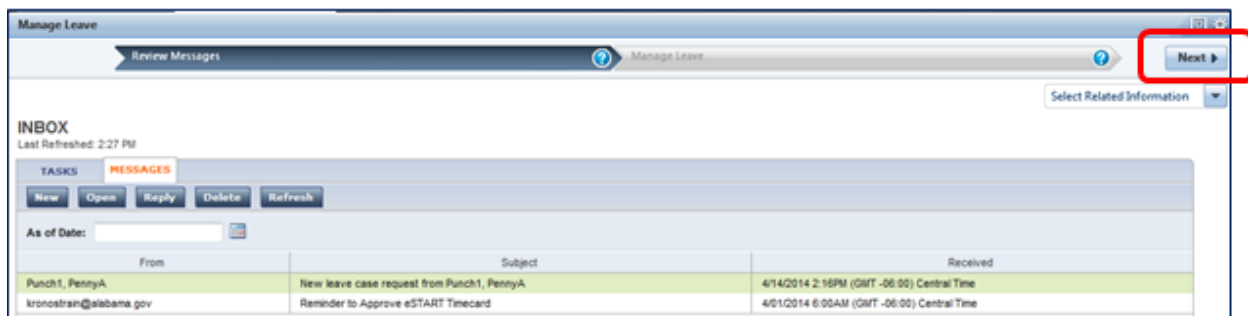




A sample message:



Note: The **Next** button on the **Inbox** screen below is used to access the **Leave Cases View** page. The functions of the **Leave Cases View** screen are discussed in the **Exploring the Leave Cases View** section.



Note: Users who have Outlook email accounts will also receive these messages in their Outlook mailboxes.



Accessing Leave Views

Purpose

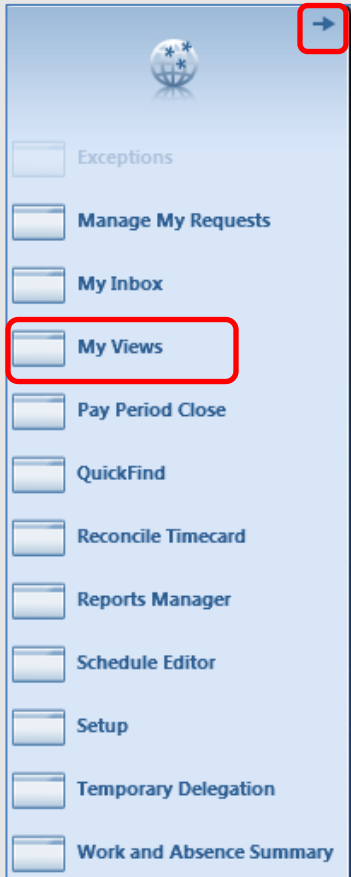
eSTART includes the following leave Views:

- Leave Cases View
- Leave Hours View

You can use either of these Views as a starting point for viewing and monitoring employee leave cases data.

Example

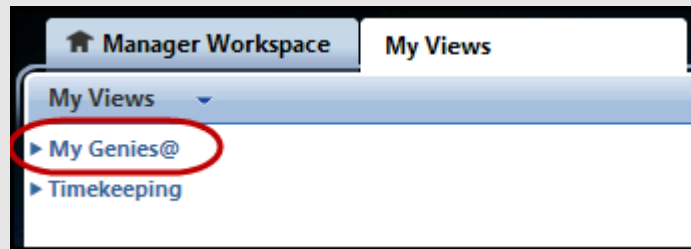
You want to access the Leave Views.

Steps	
1	<div><p>In the Related Items pane, click the arrow to expand the pane, and select My Views.</p></div> <div></div>



Steps

- 2 Click the arrow next to **My Genies** to expand the category.



- 3 Click the **Leave View** you wish to view.





Using the Tools in Leave Views

Quick Links are located at the top of the View, and let you quickly access editors and tools that display information specific to one or more employees. For example, select an employee and click the Timecard quick link to access his or her timecard for purposes of adding intermittent leave time; or select multiple employees and click the Reports quick link to generate a report for only those selected employees.

My Views

My Views ▾

← Back to My Views

Timecard | Schedule | People | Reports | Leave Cases

LEAVE HOURS

Last Refreshed: 4:54PM

Actions ▾	Amount ▾	Schedule ▾	Leave ▾	
Name	2/1	Leave Case Status	Leave Case Code	Leave Start Date
Punch1, PennyA		Open	FBABY	12/02/2013
Stamp1, SandyA		Open	FPARNT	12/01/2013
Exempt1, EdwardA				
Manager1, JuniorA				
Newby1, NeilA				



Tip

There are various ways to select employees:

- Use the Ctrl key to select more than one employee not listed next to each other.
- Use the Shift key to select all employees listed between two employees, including the two employees.
- Click and drag the mouse to select employees.



The **Show** field lets you select and display a specific group of employees. The default setting for the Show field is **All Home**, which displays all employees that report to you. You can use the Show field to further refine your selection to include employees in a specific group, such as only those employees who are working in a particular area.

The **Time Period** field lets you define the timeframe for which you want to view information. The default setting for the Time Period field is **Current Pay Period**. You can select a predefined date period option, such as Previous Pay Period or Yesterday. Alternatively, you can define a specific date or range of dates. The time period you select determines the leave information displayed on the page.

My Views

My Views ▾

← Back to My Views

Timecard | Schedule | People | Reports | Leave Cases

LEAVE HOURS

Last Refreshed: 4:54PM

Show ▾ AL-All Home and Transferred-In **Edit**

Time Period ▾ Current Pay Period **Refresh**

Actions ▾ Amount ▾ Schedule ▾ Leave ▾

Name	Leave Case Status	Leave Case Code	Leave Start Date	Leave End Date	Committed Paid Leave Time	Committed Unpaid Leave Time
Punch1, PennyA	Open	FBABY	12/02/2013	3/31/2014	8:00	8:00
Stamp1, SandyA	Open	FPARNT	12/01/2013		8:00	8:00
Exempt1, EdwardA						
Manager1, JuniorA						
Newby1, NeilA						



Exploring the Leave Hours View

Purpose

The Leave Hours View is especially useful for viewing total leave hours. It also provides other information about each leave case in eSTART, including:

- Leave Case Status
- Last date of committed paid and unpaid leave time
- Leave end date (if one is provided)

This screen is used for reviewing leave cases, but may also be used to link to the Leave Case Editor.

Key Information in the Leave Hours View

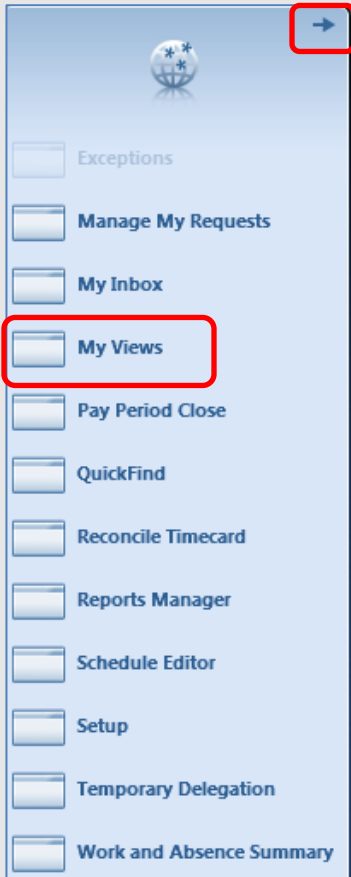
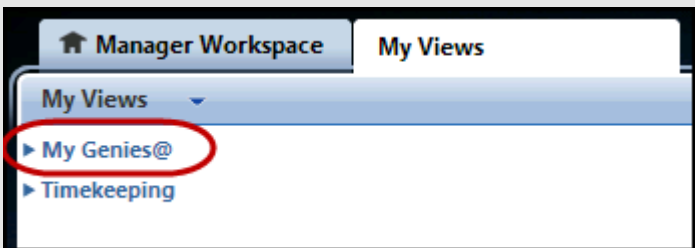
Name	Leave Case Status	Leave Case Code	Leave Start Date	Leave End Date	Committed Paid Leave Time	Committed Unpaid Leave Time	Last Date/Committed Paid Leave Time	Last Date/Committed Unpaid Leave Time	Total Paid Leave Takings	Total Unpaid Leave Takings
Punch1, PennyA	Open	FBABY	12/02/2013	3/31/2014	8:00	8:00	1/04/2014	1/04/2014	8:00	
Stamp1, SandyA	Open	FPARNT	12/01/2013		8:00	8:00	12/02/2013	12/02/2013	8:00	8:00
Exempt1, EdwardA										
Manager1, JuniorA										
Newby1, NeilA										

Item	Column	Description
A	Leave Case Status	Indicates the status of the leave case for the specified time period. Statuses may include: Open, Closed, Submitted, or Retracted.
B	Leave Start Date	This is the first day that the employee goes on leave of absence.
C	Leave End Date	This is the employee's expected return date.
D	Committed Paid/Unpaid Leave Time	The Committed Paid Leave Time and Committed Unpaid Leave Time columns show the amount of paid and unpaid time that has been committed to the schedule or timecard in the selected time period.
E	Last Date/Committed Paid/Unpaid Leave Time	The Last Date/Committed Paid Leave Time and Last Date/Committed Unpaid Leave Time columns show the date of the last committed paid and unpaid amounts.
F	Total Paid/Unpaid Leave Time	The Total Paid Leave Takings and Total Unpaid Leave Takings columns show the total amount of paid and unpaid leave that an employee has taken.



Exercise

You want to know when employee Penny Punch will return from maternity leave and the amount of leave time has been committed to Sandy Stamp's timecard.

Steps		
1	In the Related Items pane, click the arrow to expand the pane, and select My Views .	
2	Click the arrow next to My Genies to expand the category.	



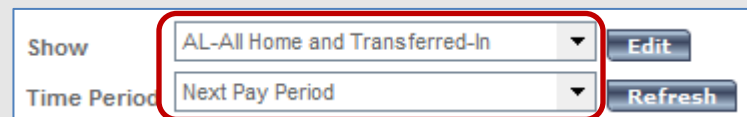
Steps

3 Click the **Leave Hours View**.



4 From the **Show** drop-down list, select **All Home and Transferred In**.

5 From the **Time Period** drop-down list, select **Next Pay Period**.



6 (Optional). Click up to two column headers to sort the data.

- A down arrow shows the sort as descending; an up arrow shows the sort as ascending.
- A number displays in each column heading next to the up or down arrow to identify the primary sorting column.

7

- Find **Penny Punch** and view her **Leave End Date** column.
- Find **Sandy Stamp** and view her **Committed Paid Leave Time** column.

LEAVE HOURS VIEW

Last Refreshed: 3:47PM

Show

AL-All Home and Transferred-In

Time Period

Next Pay Period

Actions

Amount

Schedule

Leave

Name	2 /	Leave Case Status	Leave Case Code	1 /	Leave Start Date	Leave End Date	Committed Paid Leave Time
Exempt2, EdwardA							
Manager2, JuniorA							
Newby2, NeilA							
Stamp2, SandyA		Open	FPARNT		2/01/2014		8:00
Punch2, PennyA		Open	SLFILL		3/16/2014	3/26/2014	40:00



Exploring the Leave Cases View

Purpose

The Leave Cases View is especially useful for viewing leave reasons and frequency. It also provides other information about each leave case in eSTART including:

- Leave case status
- Leave category
- Initial leave request date

This screen is used for reviewing leave cases, but may also be used to link to the Leave Case Editor.

My Views

Back to My Views

Timecard | Schedule | People | Reports | Leave Cases

LEAVE CASES VIEW

Last Refreshed: 1:16PM

Show: All Home Edit

Time Period: Current Pay Period Refresh

Name	Leave Case Status	Leave Category	Leave Reason	Leave Case Code	Leave Frequency	Leave Case Approval Status	Initial Leave Request Date	Leave Start Date	Documents Overdue	New Leave Requests
Attendance Leave Man...	Submitted	FMLA	Birth	FBABY	Continuous	Pending	2/07/2014	2/10/2014		
Accruals, Alex	Open	FMLA	Birth	FBABY	Continuous	Approved	12/10/2013	12/16/2013	✓	
ALLEN, DEAN C	Open	FMLA	Serious Health Condition	SLFILL	Continuous	Pending	2/03/2014	2/03/2014		
Leave, Test	Open	FMLA	Birth	FBABY	Continuous	Pending	7/22/2013	7/22/2013		
Leave, Test	Open	z - Family	Family - Child	FBCHILD	Continuous	Approved	7/23/2013	7/23/2013		
Leave, Test	Open	FMLA	Serious Health Condition	SLFILL	Continuous	Approved	12/10/2013	12/10/2013	✓	
Leave, Test	Open	FMLA	Serious Health Condition	SLFILL	Continuous	Pending	12/10/2013	12/10/2013		
Leave 2, Test	Open	z - Family	Military Exigency	PEXGCY	Intermittent	Approved	7/10/2013	7/15/2013	✓	
Leave 2, Test	Open	z - Family	Military Caregiver	FMCGVR	Continuous	Approved	7/17/2013	7/17/2013		
Leave 2, Test	Open	FMLA	Serious Health Condition	SLFILL	Continuous	Approved	12/11/2013	12/16/2013	✓	
Leave 3, Test	Open	FMLA	Serious Health Condition	SLFILL	Continuous	Approved	12/12/2013	12/16/2013		
Leave 3, Test	Open	FMLA	Serious Health Condition	SLFILL	Intermittent	Approved	12/12/2013	2/21/2014	✓	
Leave 4, Test - Military	Open	MILITARY	MILITARY LEAVE - STATE	MILSTT	Continuous	Approved	1/13/2014	2/10/2014		

Column	Description
Leave Case Status	Status of a leave case such as Open, Closed, or Submitted.
Leave Category	Type of leave, such as Self or Family.
Leave Reason	Indicates a more specific leave such as serious illness or birth.
Leave Case Code	Type of leave, such as Self or Family.
Leave Frequency	Indicates whether the employee is on continuous or intermittent leave.
Leave Case Approval Status	Indicates whether a leave request is approved, pending or denied.
Initial Leave Request Date	Date the leave request was made.
Leave Start Date	Date leave starts for an employee.
Documents Overdue	A check in this column indicates that a document is overdue.
New Leave Request	A check in this column indicates additional time requested on an existing leave case.
Leave End Date	The expected date on which an employee returns to work.



Viewing and Editing a Leave Case

From the **Leave Cases View**, highlight the case and select the **Leave** drop-down.

Note: The **Leave** drop-down and **Leave Cases** link are also available from **Leave Hours View**.

Timecard | Schedule | People | Reports | Leave Cases

LEAVE CASES VIEW

Last Refreshed: 9:16AM

Show

All Home

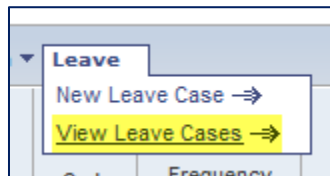
Time Period

Current Pay Period

Actions ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾ Person ▾ Leave ▾

Name	Le... Case1 ▾ Sta...	Leave Category	Leave Reason	Leave Case Code	Leave Frequency	Leave Case Approval Status
Attendance Leave Man...	Submitt...	FMLA	Birth	FBABY	Continuous	Pending
Accruals, Alex	Open	FMLA	Birth	FBABY	Continuous	Approved
ALLEN, DEAN C	Open	FMLA	Serious Health Condition	SLFILL	Continuous	Pending

1. Select **View Leave Cases**.



2. Select the leave case and the **Edit** button.

LEAVE CASES									
Person & Id Attendance Leave Manager, Test (LV011)									
Return Refresh New → Edit → Delete Select an Action ▾									
Time Period Current Pay Period ▾ 2/01/2014 – 2/15/2014 Apply									
<input type="checkbox"/>	Leave Case Status	Leave Category	Leave Reason	Leave Case Code	Current Leave Frequency	Leave Case Approval Status	Leave Start Date	Documents Overdue	New Leave Requests
<input checked="" type="checkbox"/>	Submitted	FMLA	Birth	FBABY	Continuous	Pending	2/10/2014		



The Leave case will display, defaulted to the **General** tab>**Case Summary** page. Since the employee submitted this case, the status is showing as **Submitted** and no other options are available for edit.

The screenshot shows the 'LEAVE CASE EDITOR' interface for 'Person & Id Attendance Leave Manager, Test (LV011)' and 'Leave Case FBABY 2/10/2014 - <None>'. The 'GENERAL' tab is selected, and the 'CASE SUMMARY' sub-tab is active. The 'Case Status' is 'Submitted'. The 'Leave Start Date' is 2/10/2014, and the 'Leave End Date' is <None>. The 'Initial Leave Request Date' is 2/07/2014, and the 'Requested Daily Leave Hours' is 8. The 'Total Committed Takings' are 0:00 for both Paid and Unpaid Leave. The 'Leave Category' is FMLA, the 'Reason' is Birth, and the 'Leave Frequency' is Continuous. The 'Leave Case Code' is FBABY. The 'Case Approval Status' is Pending, and the 'Temporary Mailing Address' is 123 Main Street. The 'Details' are Birth of Child.

3. Change the **Case Status** to **Open**. The additional options are now available for editing.

The screenshot shows the 'LEAVE CASE EDITOR' interface for 'Person & Id Attendance Leave Manager, Test (LV011)' and 'Leave Case FBABY 2/10/2014 - <None>'. The 'GENERAL' tab is selected, and the 'CASE SUMMARY' sub-tab is active. The 'Case Status' is 'Open'. The 'Leave Start Date' is 2/10/2014, and the 'Leave End Date' is empty. The 'Initial Leave Request Date' is 2/07/2014, and the 'Requested Daily Leave Hours' is 8. The 'Total Committed Takings' are 0:00 for both Paid and Unpaid Leave. The 'Leave Category' is FMLA, the 'Reason' is Birth, and the 'Leave Frequency' is Continuous. The 'Leave Case Code' is FBABY. The 'Case Approval Status' is Pending, and the 'Temporary Mailing Address' is 123 Main Street. The 'Details' are Birth of Child.

Note: The **Leave Case Code** field defaults based on the selection in the **Reason** drop-down. This can be edited when the employee has more than one leave case open for the same type, as in the example below.



LEAVE CASE EDITOR Person & Id Attendance Leave Manager, Test (LV011)
Leave Case FBABY 2/10/2014 - <None>

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Save & Return Return Refresh

→ Case Summary
→ Additional Information
→ Eligibility & Leave Types
→ Documents
→ Document Status
→ Frequency & Duration
→ Notifications
→ Employment Status
→ Leave Rules

CASE SUMMARY

		Paid Leave	Unpaid Leave
Total Committed Takings	0:00	0:00	

* Leave Start Date 2/10/2014 * Initial Leave Request Date 2/07/2014
Leave End Date Requested Daily Leave Hours 8
Same each day/Variable Same hours each day

Case Status Open Effective Date 2/07/2014
* Leave Category FMLA
Reason Birth
Leave Frequency Continuous * Effective Date 2/10/2014
* Leave Case Code FBABY1

Case Approval Status Pending Effective Date 2/07/2014
Temporary Mailing Address 123 Main Street
Montgomery, AL
Birth of Child
Leave Admin Test Notes

Details

Save & Next →

4. Once all fields are updated, select **Save & Next**. This will aid in navigating through the **General** tab of the Leave case.

The **Additional Information** screen below will not be used.

5. Select **Save & Next** to continue.

LEAVE CASE EDITOR Person & Id Attendance Leave Manager, Test (LV011)
Leave Case FBABY1 2/10/2014 - <None>

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Save & Return Return Refresh

→ Case Summary
→ **Additional Information**
→ Eligibility & Leave Types
→ Documents
→ Document Status
→ Frequency & Duration
→ Notifications
→ Employment Status
→ Leave Rules

ADDITIONAL INFORMATION

This leave case has no configurable fields associated with it.

Save & Next →



The **Eligibility & Leave Types** screen displays. This screen gives the Leave Administrator the ability to verify the employee's eligibility and their available Leave balances.

Note:

- During the first year that an Agency is on eSTART select **Bypass Eligibility Check** since the previous worked hours will not be available in eSTART. If **Check Eligibility** is used during this time, the eligibility check will fail.
- Once the Agency has been using eSTART for 365 days, the **Check Eligibility** feature may be utilized.

GENERAL | LEAVE REQUESTS | LEAVE CALENDAR | TAKINGS LIST | AUDITS

Save | Save & Return | Return | Refresh

→ Case Summary
→ Additional Information
→ **Eligibility & Leave Types**
→ Documents
→ Document Status
→ Frequency & Duration
→ Notifications
→ Employment Status
→ Leave Rules

ELIGIBILITY & LEAVE TYPES

Leave Start Date 4/16/2014
Leave End Date <None> Initial Leave Request Date 4/16/2014

Leave Eligibility has not been verified.

Check Eligibility →
Bypass Eligibility Check →

Save & Next →

Check Eligibility Screen

Back to My Views

ELIGIBILITY VERIFICATION

Person & Id Attendance Leave Manager, Test (LV011)
Leave Case FBABY1 2/10/2014 - <None>

Save | Save & Return | Return | Refresh

FMLA

Qualifiers	Operator	Required Amount	Time Period	Reference Date	Employee's Actual Amount
Number of Days Employed	More than or equal to	365 Calendar days	over 365 days	counting from BENEFIT EFFECT DATE - FMLA prior to Leave Start Date	395
Number of Hours Worked	More than or equal to	1250.00 hh:mm	over 365 days	counting from BENEFIT EFFECT DATE - FMLA prior to Leave Start Date	776

Save & Return →



Bypass Eligibility Check Screen

Once the **Bypass Eligibility Check** option is selected, the screen below populates with the Paid and Unpaid Leave types that the employee has available.

This screen allows the user to select the types of leave that the employee chooses to use for their leave case. The check boxes may be unchecked if the specific type of leave will not be used.

→ Case Summary
→ Additional Information
→ Eligibility & Leave Types
→ Documents
→ Document Status
→ Frequency & Duration
→ Notifications
→ Employment Status
→ Leave Rules

ELIGIBILITY & LEAVE TYPES

Leave Start Date 3/31/2014
Leave End Date <None> Initial Leave Request Date 3/31/2014

Employee is eligible for the following Leave Type(s) as of Leave Start Date:

* Leave Balances as of 4/30/2014 Apply Bypass Eligibility Check → Grant Leave →

Use in this Leave Case	Paid Leave Type	Committed Hours	Available Balance
<input checked="" type="checkbox"/>	LV - Annual	0:00	56:05
<input checked="" type="checkbox"/>	LV - Comp	0:00	0:00
<input checked="" type="checkbox"/>	LV - Excess Annual	0:00	0:00
<input checked="" type="checkbox"/>	LV - Leave Without Pay	0:00	9999:00
<input checked="" type="checkbox"/>	LV - Long Leave Without Pay	0:00	9999:00
<input checked="" type="checkbox"/>	LV - Sick	0:00	309:20

Use in this Leave Case	Unpaid Leave Type	Committed Hours	Available Balance
<input checked="" type="checkbox"/>	Non-FMLA Tracking	0:00	9999:00

Save & Next →

6. Select **Save & Next** to go to the **Documents** screen.

Note: See Appendix for specific information about **Long Leave Without Pay**, **Non-FMLA Long Leave Without Pay** and **Long Military Leave Without Pay** types.



Documents Screen

The **Documents** screen is used to create and view documents that are associated with the Leave case for the employee.

7. Select a document to be generated for the employee.
8. From the **Select an Action** drop-down, select **View Document**.

LEAVE CASE EDITOR Person & Id Attendance Leave Manager, Test (LV011)
Leave Case FBABY1 2/10/2014 - <None>

GENERAL | LEAVE REQUESTS | LEAVE CALENDAR | TAKINGS LIST | AUDITS

Save Save & Return Return Refresh Select an Action

Case Summary
Additional Information
Eligibility & Leave Types
Documents
Document Status
Frequency & Duration
Notifications
Employment Status
Leave Rules

DOCUMENTS

Leave Start Date 2/10/2014
Leave End Date <None> Initial Leave

Select an Action
Select an Action
View Document
Forward Documents...
Send Mail...
Regenerate Document

	Document Name	Last Genera
<input checked="" type="checkbox"/>	WH-380-E Certification of Health Care Provider for	
<input type="checkbox"/>	WH-380-F Certification of Health Care Provider for	
<input type="checkbox"/>	WH-381 Notice of Eligibility and Rights and Respon	
<input type="checkbox"/>	WH-382 Designation Notice	
<input type="checkbox"/>	WH-384 Certification of Qualifying Exigency for Mi	
<input type="checkbox"/>	WH-385 Certification for Serious Injury or Illness	
<input type="checkbox"/>	WH-385-V Certification for Serious Injury or Illne	

Save & Next →

The message below displays.

9. Select **Open**.

Do you want to open or save sample.xml from kronosqa.state.al?

Open Save Cancel

The selected document opens for viewing and will be populated with the appropriate case information, as in the sample below. It will open in Protected View.

10. Select the **Enable Editing** button in Microsoft Word. This will allow the document to be saved.

sample.xml (Protected View) - Microsoft Word

File Home Insert Page Layout References Mailings Review View Developer

Protected View This file originated from an Internet location and might be unsafe. Click for more details. Enable Editing



**Certification of Health Care Provider for
Employee's Serious Health Condition
(Family and Medical Leave Act)**

U.S. Department of Labor
Wage and Hour Division



OMB Control Number: 1235-0003
Expires: 2/28/2015

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: _

Employee's job title: _

Regular work schedule: _

Employee's essential job functions: _

Check if job description is attached: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 20 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: **Attendance Leave Manager, Test**
First **Test** Middle

Last **Attendance Leave Manager**

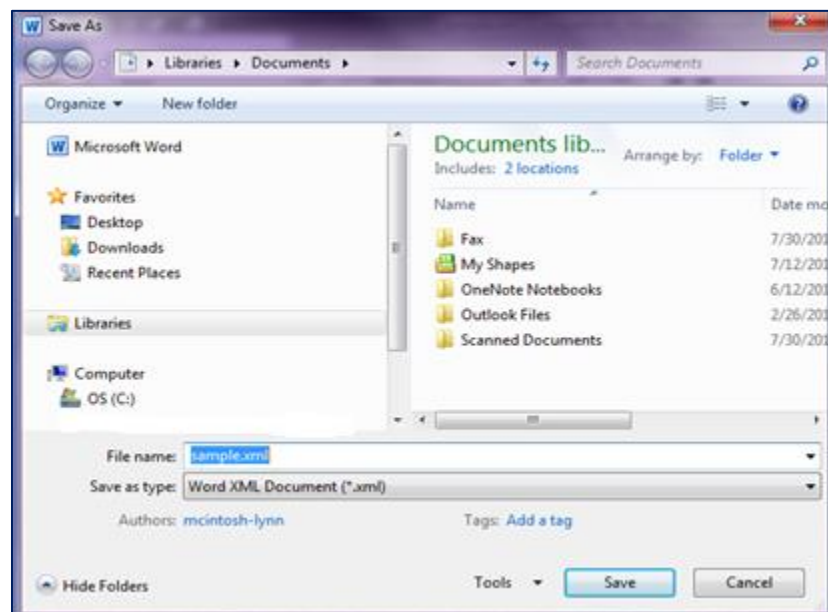
SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answers should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Please be sure to sign the form on the last page.

Provider's name and business address: _

Before sending to the employee, the document must be saved.

11. Select **File>Save As**. The **Save As** screen displays with the default file name.





12. Save the sample document with a different file name and type.

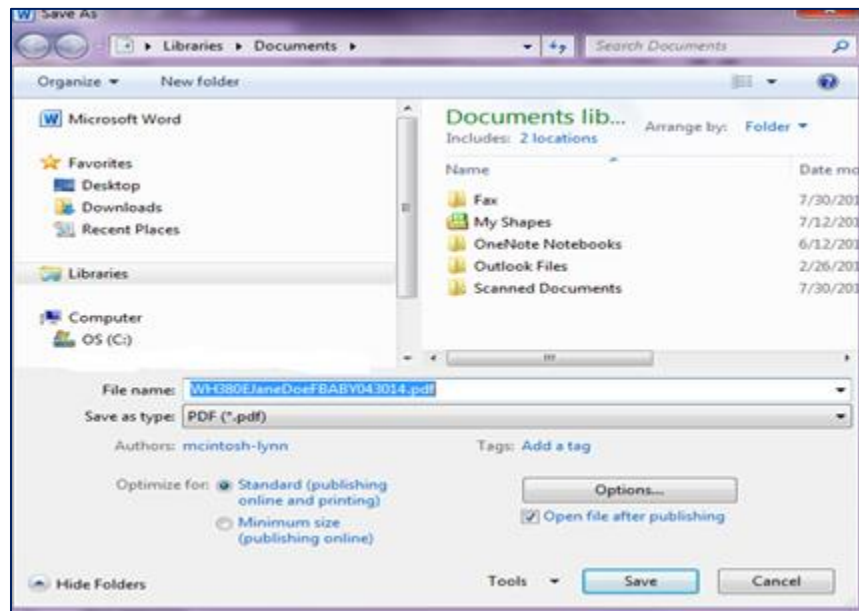
Note: The recommended standard for saving these documents is:

- Document name
- Employee name
- Start date of the case

For example: WH380EJohnDoe043014.pdf

Change the file name to the standard, as above.

13. From the **Save as** type drop-down, select **PDF (*.pdf)**. Leave the **Open file after publishing** check box selected. Then select **Save**.



The file opens in Adobe Reader.

Certification of Health Care Provider for
Employee's Serious Health Condition
(Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division

WHD
U.S. Department of Labor

OMB Control Number: 1235-0003
Expires: 2/28/2015

SECTION I: For Completion by the EMPLOYER
INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: _____

Employee's job title: _____ Regular work schedule: _____

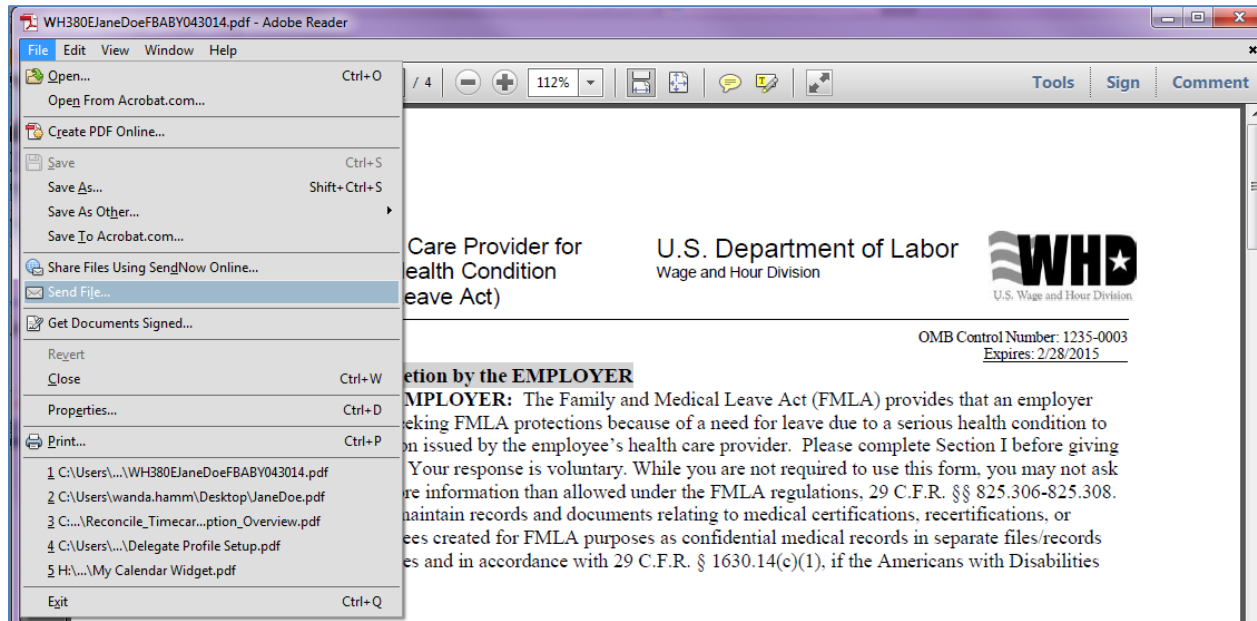
Employee's essential job functions: _____

Check if job description is attached: _____

SECTION II: For Completion by the EMPLOYEE
INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA

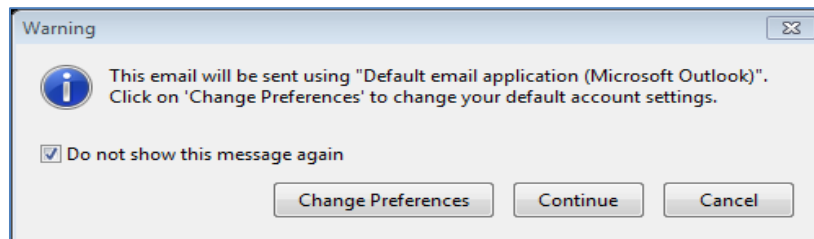


14. To send the document, select **File>Send File**.



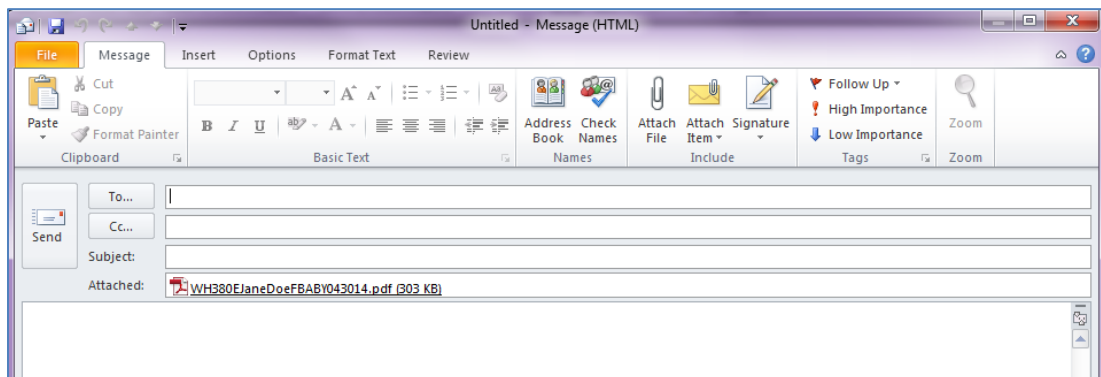
A message may display, as below.

15. If so, leave the **Do not show this message again** check box selected. Then click on the **Continue** button.



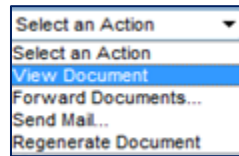
A new e-mail Outlook message window opens with the document attached.

16. Complete the remaining information for the email and send to the employee. The employee's manager may also be copied on the email if needed.





Additional Information about Sending Documents



- **View Document** opens the selected document and allows saving and sending.
- **Forward Document – Do Not Use – this will forward a document link that will not be activated.**
- **Send mail** can be used to send a reminder to the employee's Inbox and/or Outlook mail for any needed or missing information.
- **Regenerate Document** is referenced in the paragraph below.

Once **View Document** is selected above and the document is viewed/saved, the date and time will update in the **Last Generated on Date/Time** field, as below. If the document needs to be regenerated for any reason, select **Regenerate Document** from the **Select an Action** drop-down. The document will open and can be changed and resent to the employee if needed. The **Last Generated on Date/Time** column for the document will be updated.

<input type="checkbox"/>	Document Name	Last Generated on Date/Time
<input checked="" type="checkbox"/>	WH-380-E Certification of Health Care Provider for	2/11/2014 9:05AM
<input type="checkbox"/>	WH-380-F Certification of Health Care Provider for	
<input type="checkbox"/>	WH-381 Notice of Eligibility and Rights and Respon	
<input type="checkbox"/>	WH-382 Designation Notice	

17. Select **Save & Next** to go to the **Document Status** screen.

Document Status Screen

18. Select the appropriate **Leave Document Status** for the documents sent to the employee as well as the status date.

LEAVE CASE EDITOR

Person & Id Attendance Leave Manager, Test (LV011)
Leave Case FBABY1 2/10/2014 - <None>

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Save & Return Return Refresh

Case Summary
Additional Information
Eligibility & Leave Types
Documents
Document Status
Frequency & Duration
Notifications
Employment Status
Leave Rules

DOCUMENT STATUS

Leave Start Date 2/10/2014
Leave End Date <None> Initial Leave Request Date 2/07/2014

Document Name	Original Due Date	Leave Document Status	Status Date	Extended Due Date
WH-380-E Certification of Health Care Provider for	2/12/2014	Sent-Pending Return	2/11/2014	
WH-380-F Certification of Health Care Provider for	2/12/2014	Sent-Pending Return		
WH-381 Notice of Eligibility and Rights and Respon	2/12/2014	Sent-Complete		
WH-382 Designation Notice	2/12/2014	Received-Incomplete		
WH-384 Certification of Qualifying Exigency for Mi	2/12/2014	Received-Complete		
WH-385 Certification for Serious Injury or Illness	2/12/2014	Not Applicable		

Save & Next

19. Select the **Save & Next** button to go to the **Frequency & Duration** screen.



Frequency & Duration Screen

The **Frequency & Duration** screen allows administrators to enter the anticipated frequency and duration of leave episodes in the leave case. This will most commonly be used for intermittent cases.

Note: See Appendix for additional information on the **Frequency & Duration** screen.

The screenshot displays the 'FREQUENCY & DURATION' screen within the eSTART system. The interface includes a top navigation bar with tabs for 'GENERAL', 'LEAVE REQUESTS', 'LEAVE CALENDAR', 'TAKINGS LIST', and 'AUDITS'. Below this is a sidebar with a list of navigation links: 'Case Summary', 'Additional Information', 'Eligibility & Leave Types', 'Documents', 'Document Status', 'Frequency & Duration' (highlighted), 'Notifications', 'Employment Status', and 'Leave Rules'. The main content area is titled 'FREQUENCY & DURATION' and contains several input fields and sections:

- Leave Start Date:** 12/16/2013
- Leave End Date:** 3/21/2014
- Initial Leave Request Date:** 12/10/2013
- Frequency:** [] times per [] Period
- Duration:** [] hours or [] day(s) per episode
- Total Time:** Total of [] hours per [] Period
- Estimated Reduced Schedule:** [] hours per day; [] days per week from [] through []
- Start Date:** 12/16/2013
- Expiration Date:** []
- Note:** []

At the bottom of the screen, there are three buttons: 'Save & Next ->', 'Save New Version & Next ->', and 'History'.

20. Add any needed information to this screen.

21. Select **Save & Next** to go to the **Notifications** screen.



Notifications Screen

Use **Notifications** to set up alerts to indicate to configured recipients when an employee is approaching or exceeding certification limits. You can select system-generated default notifications that are configured in Default Leave Notifications in setup, or create manual notifications.

Note: See Appendix for additional Information on using the **Notifications** screen.

The screenshot shows the 'Notifications' screen. The sidebar on the left includes links for Case Summary, Additional Information, Eligibility & Leave Types, Documents, Document Status, Frequency & Duration, Notifications (highlighted), Employment Status, and Leave Rules. The top navigation bar has tabs for GENERAL, LEAVE REQUESTS, LEAVE CALENDAR, TAKINGS LIST, and AUDITS. Below the tabs are buttons for Save, Save & Return, Return, and Refresh. The main content area is titled 'NOTIFICATIONS' and contains fields for Leave Start Date (12/16/2013), Leave End Date (3/21/2014), and Initial Leave Request Date (12/10/2013). Below these fields is a table with columns for Name, Notification Type, Date, and Active/Inactive. The table is currently empty, displaying the message 'This table currently contains no data.' At the bottom of the screen is a 'Save & Next' button.

22. Add any notifications needed and select the **Save & Next** button to go to the **Employment Status** screen.

Employment Status Screen

The screen below is informational only.

The screenshot shows the 'Employment Status' screen. The sidebar on the left includes links for Case Summary, Additional Information, Eligibility & Leave Types, Documents, Document Status, Frequency & Duration, Notifications, Employment Status (highlighted), and Leave Rules. The top navigation bar has tabs for GENERAL, LEAVE REQUESTS, LEAVE CALENDAR, TAKINGS LIST, and AUDITS. Below the tabs are buttons for Save, Save & Return, Return, and Refresh. The main content area is titled 'EMPLOYMENT STATUS' and contains fields for Leave Start Date (12/16/2013), Leave End Date (3/21/2014), and Initial Leave Request Date (12/10/2013). Below these fields is a table with columns for Employment Status and Effective Date. The table shows one row with 'Active' status and an effective date of 1/30/2013. Below the table is a 'Length of Service' field with a dropdown menu and a '(Y.mm)' label. At the bottom of the screen is a 'Save & Next' button.

23. Select the **Save & Next** button to go to the **Leave Rules** screen.



Leave Rules Screen

The appropriate leave rule must be selected from the Leave Rule screen.

Timecard | Schedule | People | Reports | Leave Cases

LEAVE CASE EDITOR Person & Id Attendance Leave Manager, Test (LV011)

Leave Case FBABY1 2/10/2014 - <None>

GENERAL | LEAVE REQUESTS | LEAVE CALENDAR | TAKINGS LIST | AUDITS

Save Save & Return Return Refresh View Rule Edit Rule for this Case →

→ Case Summary
→ Additional Information
→ Eligibility & Leave Types
→ Documents
→ Document Status
→ Frequency & Duration
→ Notifications
→ Employment Status
→ **Leave Rules**

LEAVE RULES

Leave Start Date 2/10/2014 Leave Frequency Continuous as of 2/10/2014
Leave End Date <None> Initial Leave Request Date 2/07/2014

	Leave Rule	* Effective Date
<input type="radio"/>	<None>	2/10/2014

Save

24. Select the radio button on the desired row.
25. Then click on the arrow in the **Leave Rule** column.
26. Once the arrow is selected, the screen below will display.

SELECT LEAVE RULE Person & Id Accruals, Alex (2004)

Leave Case FBABY 12/16/2013 - 3/21/2014

Select & Return Return Refresh View Rule

Leave Category

Rule Name Search

Rule Name /	Description	Paid Leave Types	Unpaid Leave Types
<None>			
Adoption Foster care	Alabama FMLA Family Adoption Foster Care = Personal, Comp, Annual, Donated and LWOP	LV - AnnualLV - CompLV - Excess AnnualLV - Leave Without PayLV - Sick	FMLA Adoption Foster care Non-FMLA Tracking
Birth	Alabama FMLA Self Birth = Personal, Comp, Annual, Donated and LWOP	LV - AnnualLV - CompLV - Excess AnnualLV - Leave Without PayLV - Sick	FMLA Birth Non-FMLA Tracking
Family - Serious Health Condition	Alabama FMLA Family Serious Health Condition = Personal, Comp, Annual, Donated and LWOP	LV - AnnualLV - CompLV - Excess AnnualLV - Leave Without PayLV - Sick	FMLA Family - Serious Health Condition Non-FMLA Tracking
Military Caregiver	Alabama FMLA Family Military Caregiver = Personal, Comp, Annual, Donated and LWOP	LV - AnnualLV - CompLV - Excess AnnualLV - Leave Without PayLV - Sick	FMLA Family - Serious Health Condition FMLA Military Caregiver Non-FMLA Tracking
Military Exigency	Alabama FMLA Family Military Exigency = Personal, Comp, Annual, Donated and LWOP	LV - AnnualLV - CompLV - Excess AnnualLV - Leave Without Pay	FMLA Military Exigency Non-FMLA Tracking
Self - Serious Health Condition	Alabama FMLA Self Serious Health Condition = Personal, Comp, Annual, Donated and LWOP	LV - AnnualLV - CompLV - Excess AnnualLV - Leave Without PayLV - Sick	FMLA Serious Health Condition Non-FMLA Tracking

Select & Return →

27. Select the appropriate **Leave Rule** for the case.
28. Then click the **Select & Return** button.
29. The **Leave Rules** tab displays again.
30. **Save** the Leave Rule.

LEAVE CASE EDITOR Person & Id Accruals, Alex (2004)

Leave Case FBABY 12/16/2013 - 3/21/2014

GENERAL | LEAVE REQUESTS | LEAVE CALENDAR | TAKINGS LIST | AUDITS

Save Save & Return Return Refresh View Rule Edit Rule for this Case →

→ Case Summary
→ Additional Information
→ Eligibility & Leave Types
→ Documents
→ Document Status
→ Frequency & Duration
→ Notifications
→ Employment Status
→ **Leave Rules**

LEAVE RULES

Leave Start Date 12/16/2013 Leave Frequency Continuous as of 12/16/2013
Leave End Date 3/21/2014 Initial Leave Request Date 12/10/2013

	Leave Rule	* Effective Date
<input type="radio"/>	Birth	12/16/2013

Save



31. Select the **Leave Calendar** tab.

Leave Calendar

32. When the **Leave Calendar** displays, select or verify the range of dates for the case.

Timecard | Schedule | People | Reports | Leave Cases

LEAVE CASE EDITOR Person & Id: Attendance Leave Manager, Test (LV011)
Leave Case: FBABY1 2/10/2014 - <None>

GENERAL | LEAVE REQUESTS | **LEAVE CALENDAR** | TAKINGS LIST | AUDITS

Save Save & Return Return Refresh Day Detail Select an Action

Time Period Current Pay Period 2/01/2014 - 2/15/2014
View Width Week Month Multiple Months

Calendar Time Period

Start date for Leave case

33. Click the start date in the calendar to highlight it.

34. Open the **Select an Action** drop-down list to project Leave time.

GENERAL | LEAVE REQUESTS | **LEAVE CALENDAR** | TAKINGS LIST | AUDITS

Save Save & Return Return Refresh Day Detail Select an Action

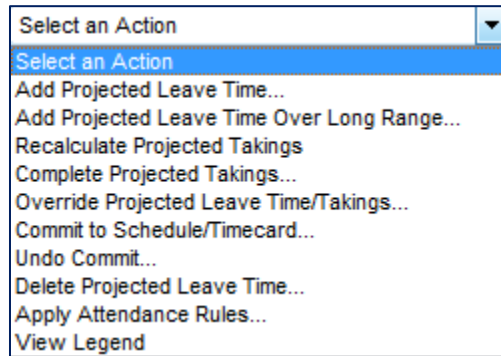
Time Period Range of Dates 2/09/2014 3/22/2014
View Width Week Month Multiple Months

Calendar Time Period

Start date for Leave case

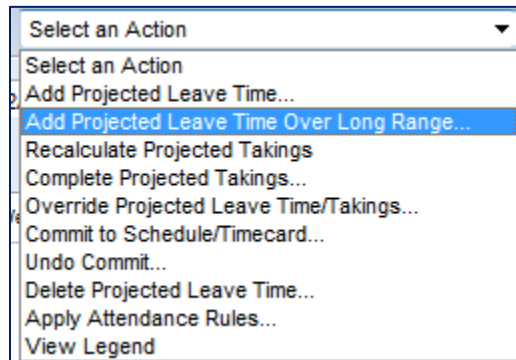


Selections available in the **Select an Action** drop-down list.



To add time to a *continuous* Leave case, select **Add Projected Leave Time Over Long Range...**

Note: If the Leave case is *intermittent*, select **Add Projected Leave Time...** instead. This will add leave time to the first day of the case. Any additional hours can be added at a later date, or by the manager through the Leave Case Editor.



35. Select **Add Projected Leave Time Over Long Range...** The screen below displays.
36. Complete the appropriate fields.

37. Select **Save & Return**.



The **Leave Calendar** will be populated with the Leave takings. The font color will be gray because the time is “projected” only. Once the time is committed to the Timecard, the font color will change to black.

LEAVE CASE EDITOR Person & Id Attendance Leave Manager, Test (LV011)
Leave Case FBABY1 2/10/2014 - <None>

GENERAL | LEAVE REQUESTS | **LEAVE CALENDAR** | TAKINGS LIST | AUDITS

Save Save & Return Return Refresh Day Detail Select an Action

Time Period Range of Dates 2/09/2014 3/22/2014 Apply

View Width Week Month Multiple Months

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Feb	9	10 FBABY1 First Day	11 FBABY1 8:00 LV Sick 8:00 FMLBRT 8:00	12 FBABY1 8:00 LV Sick 8:00 FMLBRT 8:00	13 FBABY1 8:00 LV Sick 8:00 FMLBRT 8:00	14 FBABY1 8:00 LV Sick 8:00 FMLBRT 8:00	15
	16	17 FBABY1 8:00 LV Sick 8:00 FMLBRT 8:00	18 FBABY1 8:00 LV Anul 3:40 LV Sick 4:20 FMLBRT 8:00	19 FBABY1 8:00 LV Anul 8:00 FMLBRT 8:00	20 FBABY1 8:00 LV Anul 8:00 FMLBRT 8:00	21 FBABY1 8:00 LV Anul 8:00 FMLBRT 8:00	22
Mar	23	24 FBABY1 8:00 LV Anul 8:00 FMLBRT 8:00	25 FBABY1 8:00 LV Anul 8:00 FMLBRT 8:00	26 FBABY1 8:00 LV Anul 8:00 FMLBRT 8:00	27 FBABY1 8:00 LV Anul 8:00 FMLBRT 8:00	28 FBABY1 8:00 LV Anul 8:00 FMLBRT 8:00	1
	2	3 FBABY1 8:00 LV Anul 3:40 LV Sick 4:20 FMLBRT 8:00	4 FBABY1 8:00 LV Anul 8:00 FMLBRT 8:00	5 FBABY1 8:00 LV Anul 8:00 FMLBRT 8:00	6 FBABY1 8:00 LV Anul 1:20 LVLWOP 6:40 FMLBRT 8:00	7 FBABY1 8:00 LVLWOP 8:00 FMLBRT 8:00	8
	9	10 FBABY1 8:00 LVLWOP 8:00 FMLBRT 8:00	11 FBABY1 8:00 LVLWOP 8:00 FMLBRT 8:00	12 FBABY1 8:00 LVLWOP 8:00 FMLBRT 8:00	13 FBABY1 8:00 LVLWOP 8:00 FMLBRT 8:00	14 FBABY1 8:00 LVLWOP 8:00 FMLBRT 8:00	15
	16	17 FBABY1 8:00 LV Anul 3:40 LV Sick 4:20 FMLBRT 8:00	18 FBABY1 8:00 LV Anul 0:40 LVLWOP 7:20 FMLBRT 8:00	19 FBABY1 8:00 LVLWOP 8:00 FMLBRT 8:00	20 FBABY1 8:00 LVLWOP 8:00 FMLBRT 8:00	21 FBABY1 8:00 LVLWOP 8:00 FMLBRT 8:00	22

Another way to view the actual takings is to select the **Takings List** tab. This tab will list the takings on the specific dates and the totals by committed and projected time for the time period selected.

Timecard | Schedule | People | Reports | Leave Cases

LEAVE CASE EDITOR Person & Id Attendance Leave Manager, Test (LV011)
Leave Case FBABY1 2/10/2014 - <None>

GENERAL | LEAVE REQUESTS | LEAVE CALENDAR | **TAKINGS LIST** | AUDITS

Save Save & Return Return Refresh Select an Action

Time Period Range of Dates 2/09/2014 3/01/2014 Apply

Day	Date	Leave Time Amount	Paid Leave				Unpaid Leave			Additional Information
			LV - Annual	LV - Comp	LV - Excess Annual	LV - Leave Without Pay	LV - Sick	FMLA Birth	Non-FMLA Tracking	
Mon	2/10/2014									First Day
Tue	2/11/2014	8:00					8:00	8:00		
Wed	2/12/2014	8:00					8:00	8:00		
Thu	2/13/2014	8:00					8:00	8:00		
Fri	2/14/2014	8:00					8:00	8:00		
Mon	2/17/2014	8:00					8:00	8:00		
Tue	2/18/2014	8:00	3:40				4:20	8:00		
Wed	2/19/2014	8:00	8:00					8:00		
Thu	2/20/2014	8:00	8:00					8:00		
Fri	2/21/2014	8:00	8:00					8:00		
Mon	2/24/2014	8:00	8:00					8:00		
Tue	2/25/2014	8:00	8:00					8:00		
Wed	2/26/2014	8:00	8:00					8:00		
Thu	2/27/2014	8:00	8:00					8:00		
Fri	2/28/2014	8:00	8:00					8:00		
Committed			0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Projected			67:40	0:00	0:00	0:00	44:20	112:00	0:00	
Total			67:40	0:00	0:00	0:00	44:20	112:00	0:00	
Committed Leave Time		0:00								
Projected Leave Time		112:00								

38. If the takings are correct, the time can now be committed to the timecard.



39. Select **Commit to Schedule/Timecard...** from the **Select an Action** drop-down.

LEAVE CASE EDITOR

Person & Id Attendance Leave Manager, Test (LV011)

Leave Case FBABY1 2/10/2014 - <None>

GENERAL | LEAVE REQUESTS | LEAVE CALENDAR | **TAKINGS LIST** | AUDITS

Save Save & Return Return Refresh

Time Period Range of Dates 2/09/2014

Select an Action

- Select an Action
- Add Projected Leave Time Over Long Range...
- Recalculate Projected Takings...
- Complete Projected Takings...
- Override Projected Leave Time/Takings...
- Commit to Schedule/Timecard...**
- Undo Commit...
- Delete Projected Leave Time...
- View Day Detail

<input type="checkbox"/>	Day	Date	Leave Time Am
<input type="checkbox"/>	Mon	2/10/2014	
<input type="checkbox"/>	Tue	2/11/2014	8:00
<input type="checkbox"/>	Wed	2/12/2014	8:00



Best practice

Best practice for committing dates is to **project** to the end of the case, but **commit only** through the end of the **next pay period** or the first Holiday, whichever comes first.

Best practice for committing time is to commit **directly to the Timecard** and not to the Schedule.

COMMIT TO SCHEDULE/TIMECARD

Person & Id Attendance Leave Manager, Test (LV011)

Leave Case FBABY1 2/10/2014 - <None>

Save & Return Return Refresh

* Commit End Date 2/28/2014

Takings Type Both paid and unpaid takings

Destination Timecard

Transfer

Save & Return →

40. Select **Save & Return**.



Notice that the committed days are darker than the projected days in the screen shot below.

LEAVE CASE EDITOR										
Person & Id Attendance Leave Manager, Test (LV011)										
Leave Case FBABY1 2/10/2014 - <None>										
GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS										
Save Save & Return Return Refresh Select an Action										
Time Period Range of Dates 2/01/2014 3/08/2014 Apply										
	Day	Date	Leave Time Amount	Paid Leave					Unpaid Leave	
				LV - Annual	LV - Comp	LV - Excess Annual	LV - Leave Without Pay	LV - Sick	FMLA Birth	Non-FMLA Tr
<input type="checkbox"/>	Mon	2/10/2014								
<input type="checkbox"/>	Tue	2/11/2014	8:00					8:00	8:00	
<input type="checkbox"/>	Wed	2/12/2014	8:00					8:00	8:00	
<input type="checkbox"/>	Thu	2/13/2014	8:00					8:00	8:00	
<input type="checkbox"/>	Fri	2/14/2014	8:00					8:00	8:00	
<input type="checkbox"/>	Mon	2/17/2014	8:00					8:00	8:00	
<input type="checkbox"/>	Tue	2/18/2014	8:00	3:40				4:20	8:00	
<input type="checkbox"/>	Wed	2/19/2014	8:00	8:00					8:00	
<input type="checkbox"/>	Thu	2/20/2014	8:00	8:00					8:00	
<input type="checkbox"/>	Fri	2/21/2014	8:00	8:00					8:00	
<input type="checkbox"/>	Mon	2/24/2014	8:00	8:00					8:00	
<input type="checkbox"/>	Tue	2/25/2014	8:00	8:00					8:00	
<input type="checkbox"/>	Wed	2/26/2014	8:00	8:00					8:00	
<input type="checkbox"/>	Thu	2/27/2014	8:00	8:00					8:00	
<input type="checkbox"/>	Fri	2/28/2014	8:00	8:00					8:00	
<input type="checkbox"/>	Mon	3/03/2014	8:00	3:40				4:20	8:00	
<input type="checkbox"/>	Tue	3/04/2014	8:00	8:00					8:00	
<input type="checkbox"/>	Wed	3/05/2014	8:00	8:00					8:00	
<input type="checkbox"/>	Thu	3/06/2014	8:00	1:20			6:40		8:00	
<input type="checkbox"/>	Fri	3/07/2014	8:00				8:00		8:00	
Committed				67:40	0:00	0:00	0:00	44:20	112:00	0:00
Projected				21:00	0:00	0:00	14:40	4:20	40:00	0:00
Total				88:40	0:00	0:00	14:40	48:40	152:00	0:00
Committed Leave Time				112:00						
Projected Leave Time				40:00						

Leave Calendar view of the same dates.

LEAVE CASE EDITOR										
Person & Id Attendance Leave Manager, Test (LV011)										
Leave Case FBABY1 2/10/2014 - <None>										
GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS										
Save Save & Return Return Refresh Day Detail Select an Action										
Time Period Range of Dates 2/01/2014 3/08/2014 Apply										
View Width Week Month Multiple Months										
	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
Feb	26	27	28	29	30	31	1	Feb		
	2	3	4	5	6	7	8			
	9	10 FBABY1 First Day	11 FBABY1 8:00 LV Sick 8:00 FMLBRT 8:00	12 FBABY1 8:00 LV Sick 8:00 FMLBRT 8:00	13 FBABY1 8:00 LV Sick 8:00 FMLBRT 8:00	14 FBABY1 8:00 LV Sick 8:00 FMLBRT 8:00	15			
	16	17 FBABY1 8:00 LV Sick 8:00 FMLBRT 8:00	18 FBABY1 8:00 LV Anul 3:40 LV Sick 4:20 FMLBRT 8:00	19 FBABY1 8:00 LV Anul 8:00 FMLBRT 8:00	20 FBABY1 8:00 LV Anul 8:00 FMLBRT 8:00	21 FBABY1 8:00 LV Anul 8:00 FMLBRT 8:00	22			
Mar	23	24 FBABY1 8:00 LV Anul 8:00 FMLBRT 8:00	25 FBABY1 8:00 LV Anul 8:00 FMLBRT 8:00	26 FBABY1 8:00 LV Anul 8:00 FMLBRT 8:00	27 FBABY1 8:00 LV Anul 8:00 FMLBRT 8:00	28 FBABY1 8:00 LV Anul 8:00 FMLBRT 8:00	1	Mar		
	2	3 FBABY1 8:00 LV Anul 3:40 LV Sick 4:20 FMLBRT 8:00	4 FBABY1 8:00 LV Anul 8:00 FMLBRT 8:00	5 FBABY1 8:00 LV Anul 8:00 FMLBRT 8:00	6 FBABY1 8:00 LV Anul 1:20 LV LWOP 6:40 FMLBRT 8:00	7 FBABY1 8:00 LV LWOP 8:00 FMLBRT 8:00	8			



41. Select the employee Timecard to verify the committed dates.

← Back to My Views

Timecard | Schedule | People | Reports | Leave Cases

LEAVE CASE EDITOR

Person & Id Attendance Leave Manager, Test (LV011)
Leave Case FBABY1 2/10/2014 - <None>

GENERAL | LEAVE REQUESTS | **LEAVE CALENDAR** | TAKINGS LIST | AUDITS

Save Save & Return Return Refresh Day Detail Select an Action ▼

Time Period Range of Dates 2/01/2014 3/08/2014 Apply

View Width ☒ Week ☐ Month ☐ Multiple Months

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	26	27	28	29	30	31	1
	2	3	4	5	6	7	8
Feb	9	10 FBABY1 First Day	11 FBABY1 8:00 LVSick 8:00 FMLBRT 8:00	12 FBABY1 8:00 LVSick 8:00 FMLBRT 8:00	13 FBABY1 8:00 LVSick 8:00 FMLBRT 8:00	14 FBABY1 8:00 LVSick 8:00 FMLBRT 8:00	15
	16	17	18	19	20	21	22



Timecard for the current pay period.

TIMECARD
Last Saved: 11:44AM
Name & ID: Attendance Leave M... LV011
Time Period: Current Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports | Leave

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
Sat 2/01										
Sun 2/02										
Mon 2/03										
Tue 2/04										
Wed 2/05										
Thu 2/06										
Fri 2/07										
Sat 2/08										
Sun 2/09										
Mon 2/10										
Tue 2/11	LV - FMLA TRACKING	8:00								
Tue 2/11	LV - SICK LEAVE TAKEN	8:00							8:00	8:00
Wed 2/12	LV - FMLA TRACKING	8:00								
Wed 2/12	LV - SICK LEAVE TAKEN	8:00							8:00	16:00
Thu 2/13	LV - FMLA TRACKING	8:00								
Thu 2/13	LV - SICK LEAVE TAKEN	8:00							8:00	24:00
Fri 2/14	LV - FMLA TRACKING	8:00								
Fri 2/14	LV - SICK LEAVE TAKEN	8:00							8:00	32:00
Sat 2/15										32:00

TOTALS & SCHEDULE | LEAVE REPORTING PERIOD VIEW | AUDITS

Date	Start Time	End Time	Pay Code	Amount
Sat 2/01				
Sun 2/02				
Mon 2/03				
Tue 2/04				
Wed 2/05				

Pay Code	Amount
LV - FMLA TRACKING	32:00
LV - SICK LEAVE TAKEN	32:00

Timecard for the duration of the committed time.

TIMECARD
Loaded: 11:46AM
Name & ID: Attendance Leave M... LV011
Time Period: 2/09/2014 - 3/08/2014, Range of Dates

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports | Leave

Date	Pay Code	Amount	In	Transfer	Out
Fri 2/21	LV - FMLA TRACKING	8:00			
Sat 2/22					
Sun 2/23					
Mon 2/24	LV - ANNUAL LEAVE TAKEN	8:00			
Mon 2/24	LV - FMLA TRACKING	8:00			
Tue 2/25	LV - ANNUAL LEAVE TAKEN	8:00			
Tue 2/25	LV - FMLA TRACKING	8:00			
Wed 2/26	LV - ANNUAL LEAVE TAKEN	8:00			
Wed 2/26	LV - FMLA TRACKING	8:00			
Thu 2/27	LV - ANNUAL LEAVE TAKEN	8:00			
Thu 2/27	LV - FMLA TRACKING	8:00			
Fri 2/28	LV - ANNUAL LEAVE TAKEN	8:00			
Fri 2/28	LV - FMLA TRACKING	8:00			
Sat 3/01					
Sun 3/02					
Mon 3/03					
Tue 3/04					
Wed 3/05					
Thu 3/06					
Fri 3/07					
Sat 3/08					

TOTALS & SCHEDULE | LEAVE REPORTING PERIOD VIEW | AUDITS

Pay Code	Amount
LV - FMLA TRACKING	112:00
LV - SICK LEAVE TAKEN	44:20
LV - ANNUAL LEAVE TAKEN	67:40
HOLIDAY TAKEN	8:00
HOLIDAY EARNED	8:00

Date	Start Time
Sun 2/09	
Mon 2/10	
Tue 2/11	
Wed 2/12	
Thu 2/13	
Fri 2/14	
Sat 2/15	
Sun 2/16	



In the example below there was a State Holiday.



Best practice

The best practice is to:

- Add Projected Time Over Long Range,
- Override Projected Leave Time Takings
- Commit the time only up until the Holiday date. Then commit after the Holiday date.

But if the time was projected for a long range that included a Holiday, it can be easily corrected. In this example, a few extra steps are needed in order for this time to show correctly in the timecard.

Timecard | Schedule | People | Reports | Leave Cases

TIMECARD

Loaded: 11:48AM

Name & ID: Attendance Leave M... LV011

Time Period: 2/16/2014 - 2/22/2014, Range of Dates

Save Actions Punch Amount Accruals Comment Approvals Reports Leave

	Date	Pay Code	Amount	In	Transfer	Out
X	Sun 2/16					
X	Mon 2/17	LV - FMLA TRACKING	8:00			
X	Mon 2/17	LV - SICK LEAVE TAKEN	8:00			
X	Mon 2/17	Washington or Jefferson's Birthday	8:00			
X	Tue 2/18	LV - ANNUAL LEAVE TAKEN	3:40			
X	Tue 2/18	LV - FMLA TRACKING	8:00			
X	Tue 2/18	LV - SICK LEAVE TAKEN	4:20			
X	Wed 2/19	LV - ANNUAL LEAVE TAKEN	8:00			
X	Wed 2/19	LV - FMLA TRACKING	8:00			
X	Thu 2/20	LV - ANNUAL LEAVE TAKEN	8:00			
X	Thu 2/20	LV - FMLA TRACKING	8:00			
X	Fri 2/21	LV - ANNUAL LEAVE TAKEN	8:00			
X	Fri 2/21	LV - FMLA TRACKING	8:00			
X	Sat 2/22					

On the day of the Holiday, the employee is receiving the Holiday credit and Sick Leave, as well as FMLA tracking.

TOTALS & SCHEDULE LEAVE REPORTING PERIOD VIEW AUDITS

All

Pay Code	Amount	Date	Start Time
LV - FMLA TRACKING	40:00	Sun 2/16	
LV - SICK LEAVE TAKEN	12:20	Mon 2/17	
LV - ANNUAL LEAVE TAKEN	27:40	Tue 2/18	
HOLIDAY TAKEN	8:00	Wed 2/19	
HOLIDAY EARNED	8:00	Thu 2/20	
		Fri 2/21	
		Sat 2/22	



1. In order to correct this, navigate back to the Leave case by selecting the **Leave Cases** link.
2. Select the **Edit** button to return to the **Leave Case Editor**.
3. Click on the **Leave Calendar** tab.

The screenshot shows the eSTART Leave Calendar interface. The 'LEAVE CALENDAR' tab is selected. The calendar displays February 2014. A red box highlights the date 10, which is labeled 'FBABY1 First Day'. A red arrow points to the date 17, which is labeled 'FBABY1 8:00', 'LVSick 8:00', and 'FMLBRT 8:00'. The 'Select an Action' dropdown menu is open, showing options like 'Commit to Schedule/Timecard...', 'Undo Commit...', 'Delete Projected Leave Time...', and 'View Day Detail'.

4. Click on the **Holiday Date** and select **Undo Commit** from the **Select an Action** drop-down.

The screenshot shows the 'Select an Action' dropdown menu. The 'Undo Commit...' option is highlighted with a red circle.



5. Verify the date, then select **Save & Return** from the screen below.

UNDO COMMIT

Person & Id Attendance Leave Manager, Test (LV011)
Leave Case FBABY1 2/10/2014 - <None>

Save & Return

Return

Refresh

Takings Type

Both paid and unpaid takings

* Undo Commit Starting on Date 2/17/2014

Save & Return

6. Once the time is no longer committed, return to the **Select an Action** drop-down and select **Override Projected Leave Time/Takings...** Multiple days may be selected if there is more than one Holiday.

LEAVE CASE EDITOR

Person & Id Attendance Leave Manager, Test (LV011)
Leave Case FBABY1 2/10/2014 - <None>

GENERAL

LEAVE REQUESTS

LEAVE CALENDAR

TAKINGS LIST

AUDITS

Save

Save & Return

Return

Refresh

Day Detail

Time Period

Range of Dates

2/01/2014

3/29

View Width

Week

Month

Multiple Months

Select an Action

Select an Action

Add Projected Leave Time...

Add Projected Leave Time Over Long Range...

Recalculate Projected Takings

Complete Projected Takings...

Override Projected Leave Time/Takings...

Commit to Schedule/Timecard...

Undo Commit...

Delete Projected Leave Time...

Apply Attendance Rules...

View Legend

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	26	27	28	29			
	2	3	4	5	6	7	8
Feb	9	10 FBABY1 First Day	11 FBABY1 8:00 LVSick 8:00 FMLBRT 8:00	12 FBABY1 8:00 LVSick 8:00 FMLBRT 8:00	13 FBABY1 8:00 LVSick 8:00 FMLBRT 8:00	14 FBABY1 8:00 LVSick 8:00 FMLBRT 8:00	15
	16	17 FBABY1 8:00 LVSick 8:00 FMLBRT 8:00	18 FBABY1 8:00 LVAnul 3:40 LVSick 4:20 FMLBRT 8:00	19 FBABY1 8:00 LVAnul 8:00 FMLBRT 8:00	20 FBABY1 8:00 LVAnul 8:00 FMLBRT 8:00	21 FBABY1 8:00 LVAnul 8:00 FMLBRT 8:00	22
	23	24 FBABY1 8:00	25 FBABY1 8:00	26 FBABY1 8:00	27 FBABY1 8:00	28 FBABY1 8:00	1



7. The **Override Projected Leave Time/Takings** screen will display as below. Delete the amount from any field where one is present.
8. Then select **Save & Return**.

Override Projected Leave Time/Takings

Person & Id Attendance Leave Manager, Test (LV011)
Leave Case FBABY1 2/10/2014 - <None>

Save Save & Return Return Refresh

Time Period Range of Dates 2/01/2014 - 3/29/2014

		Paid Leave				Unpaid Leave		
*Date	*Leave Time Amount hh:mm	LV - Annual	LV - Comp	LV - Excess Annual	LV - Leave Without Pay	LV - Sick	FMLA Birth	Non-FMLA Tracking
2/17/2014	8:00					8:00	8:00	

Save & Return →

The **Leave Calendar** now displays the 17th correctly with 0:00 hours towards the Leave case.

LEAVE CASE EDITOR

Person & Id Attendance Leave Manager, Test (LV011)
Leave Case FBABY1 2/10/2014 - <None>

GENERAL LEAVE REQUESTS **LEAVE CALENDAR** TAKINGS LIST AUDITS

Save Save & Return Return Refresh Day Detail Select an Action

Time Period Range of Dates 2/01/2014 3/29/2014 Apply

View Width Week Month Multiple Months

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	26	27	28	29	30	31	1	
	2	3	4	5	6	7	8	
Feb	9	10 FBABY1 First Day	11 FBABY1 8:00 LVSick 8:00 FMLBRT 8:00	12 FBABY1 8:00 LVSick 8:00 FMLBRT 8:00	13 FBABY1 8:00 LVSick 8:00 FMLBRT 8:00	14 FBABY1 8:00 LVSick 8:00 FMLBRT 8:00	15	Feb
	16	17 FBABY1 0:00 <no takings>	18 FBABY1 8:00 LVAnul 3:40 LVSick 4:20 FMLBRT 8:00	19 FBABY1 8:00 LVAnul 8:00 FMLBRT 8:00	20 FBABY1 8:00 LVAnul 8:00 FMLBRT 8:00	21 FBABY1 8:00 LVAnul 8:00 FMLBRT 8:00	22	
	23	24 FBABY1 8:00 LVAnul 8:00 FMLBRT 8:00	25 FBABY1 8:00 LVAnul 8:00 FMLBRT 8:00	26 FBABY1 8:00 LVAnul 8:00 FMLBRT 8:00	27 FBABY1 8:00 LVAnul 8:00 FMLBRT 8:00	28 FBABY1 8:00 LVAnul 8:00 FMLBRT 8:00	1	



9. The time will now need to be re-committed to the timecard, starting on the 18th, in order to display correctly.

GENERAL | LEAVE REQUESTS | **LEAVE CALENDAR** | TAKINGS LIST | AUDITS

Save | Save & Return | Return | Refresh | Day Detail

Time Period Range of Dates 2/01/2014 3/29

View Width ☒ Week ☐ Month ☐ Multiple Months

Select an Action

- Select an Action
- Add Projected Leave Time...
- Add Projected Leave Time Over Long Range...
- Recalculate Projected Takings
- Complete Projected Takings...
- Override Projected Leave Time/Takings...
- Commit to Schedule/Timecard...**
- Undo Commit...
- Delete Projected Leave Time...
- Apply Attendance Rules...
- View Legend

Feb

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

10. Highlight the date of the 18th. Then select **Commit to Schedule/Timecard** from the **Select an Action** drop-down. The screen below displays.

Save & Return | Return | Refresh

* Commit End Date 2/28/2014

Takings Type Both paid and unpaid takings

Destination Timecard

Transfer

Save & Return

11. Verify the information on the screen. Select **Save & Return**.



View the employee timecard to verify that the Holiday is displaying correctly and no longer has “leave” time for that day.

TIMECARD
Loaded: 12:18PM

Name & ID: Attendance Leave ... LV011
Time Period: 2/16/2014 - 2/22/2014, Range of Dates ▼

Save | Actions ▼ | Punch ▼ | Amount ▼ | Accruals ▼ | Comment ▼ | Approvals ▼ | Reports ▼ | Leave ▼

	Date	Pay Code	Amount	In
X	Sun 2/16			
	Mon 2/17	Washington or Jefferson's Birthday	8:00	
X	Tue 2/18	LV - ANNUAL LEAVE TAKEN	3:40	
X	Tue 2/18	LV - FMLA TRACKING	8:00	
X	Tue 2/18	LV - SICK LEAVE TAKEN	4:20	
X	Wed 2/19	LV - ANNUAL LEAVE TAKEN	8:00	
X	Wed 2/19	LV - FMLA TRACKING	8:00	
X	Thu 2/20	LV - ANNUAL LEAVE TAKEN	8:00	
X	Thu 2/20	LV - FMLA TRACKING	8:00	
X	Fri 2/21	LV - ANNUAL LEAVE TAKEN	8:00	
X	Fri 2/21	LV - FMLA TRACKING	8:00	
X	Sat 2/22			

TOTALS & SCHEDULE | LEAVE REPORTING PERIOD VIEW | AUDITS

All ▼

Pay Code	Amount	Date
LV - FMLA TRACKING	32:00	Sun 2/16
LV - SICK LEAVE TAKEN	4:20	Mon 2/17
LV - ANNUAL LEAVE TAKEN	27:40	Tue 2/18
HOLIDAY TAKEN	8:00	Wed 2/19
HOLIDAY EARNED	8:00	Thu 2/20
		Fri 2/21
		Sat 2/22



Generating Leave Reports

Purpose

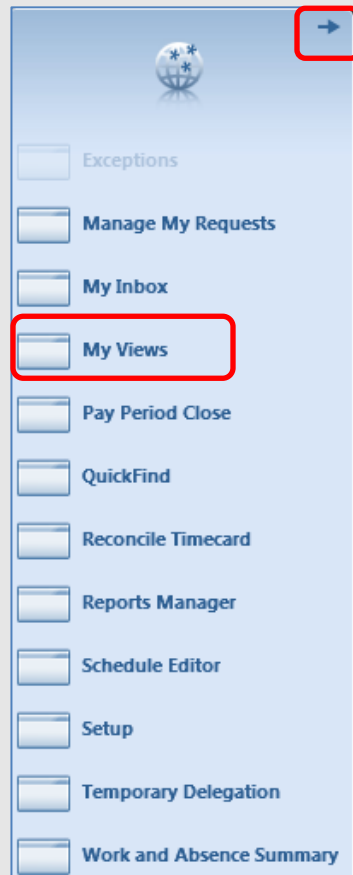
Employee leave information is available in several different leave reports. You can generate leave reports on a daily, weekly, or pay-period basis, or any time you need information to accomplish your business tasks. For example, you can run the Leave Hours Detail report to review the types of leave hours for each shift that has been committed to an employee's timecard.

Example

You want to review Sandy Stamp's leave hours for each shift since she began her leave of absence on December 1, 2013. Generate the Leave Hours Detail report to view this information.

Steps

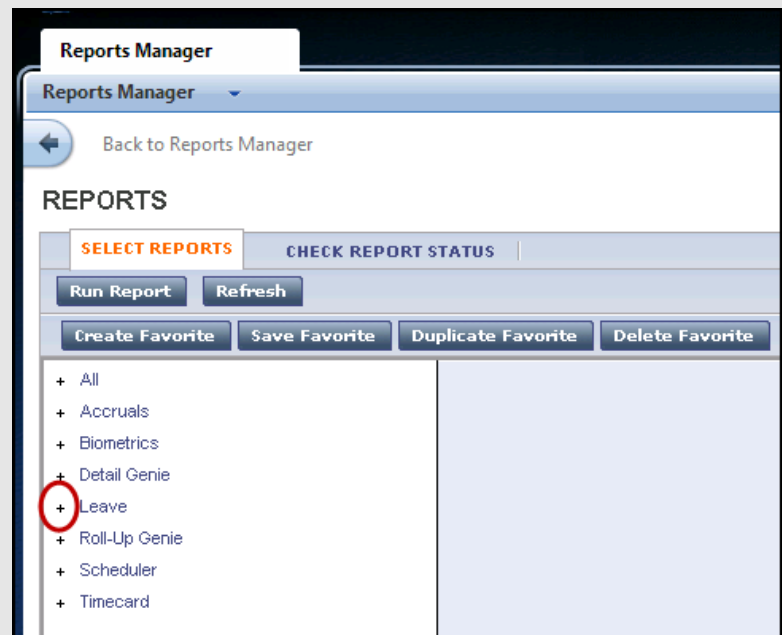
- 1 In the **Related Items** pane, click the **arrow** to expand the pane, and select **Reports Manager**.





Steps

- 2 On the **Select Report** tab, click the plus sign (+) next to **Leave** to expand the category.



- 3 Select the desired leave report.





Steps

- 4 From the **People** drop-down list, select the group of employees whose leave hours you want to view.

REPORTS

SELECT REPORTS | **CHECK REPORT STATUS**

Run Report **Refresh**

Create Favorite **Save Favorite** **Duplicate Favorite** **Delete Favorite**

+ All
+ Accruals
+ Biometrics
+ Detail Genie
- Leave
 Leave Hours Detail
 Leave Hours Summary
 Leave Hours Summary (Excel)
+ Roll-Up Genie
+ Scheduler
+ Timecard

LEAVE HOURS DETAIL

Description Displays leave hours details by employee.

People **All Home** **Edit** **New**

Time Period **Ad Hoc**

Output Format **All Home**
Arrears Employees
Current Employees

- 5 From the **Time Period** drop-down list, select a relative time period, or select **Range of Dates** and enter the date ranges you want to view.

REPORTS

STATUS

Duplicate Favorite **Delete Favorite**

LEAVE HOURS DETAIL

Description Displays leave hours details by employee.

People **All Home** **Edit** **New**

Time Period **Range of Dates** **12/01/2013** **02/14/2014**

Output Format **Adobe Acrobat Document(.pdf)**

- 6 Click **Run Report**.

REPORTS

SELECT REPORTS | **CHECK REPORT STATUS**

Run Report **Refresh**

Create Favorite **Save Favorite** **Duplicate Favorite**

+ All
+ Accruals
+ Biometrics
+ Detail Genie
- Leave
 Leave Hours Detail
 Leave Hours Summary
 Leave Hours Summary (Excel)
+ Roll-Up Genie

LEAVE HOURS DETAIL

Description Displays leave hours details by employee.

People **All Home** **Edit** **New**

Time Period **Range of Dates** **12/01/2013** **02/14/2014**

Output Format **Adobe Acrobat Document(.pdf)**



Steps

- 7 You are redirected to the **Check Report Status** tab.
- Review information in the **Status** column. Click **Refresh Status**.
- Wait until **Complete** displays in the **Status** column.

REPORTS

SELECT REPORTS

CHECK REPORT STATUS

View Report

Refresh Status

Delete

Report Name	Format	Date In ▾	Status
Leave Hours Detail	pdf	1/22/2014 6:22PM	Waiting

REPORTS

SELECT REPORTS

CHECK REPORT STATUS

View Report

Refresh Status

Delete

Report Name	Format	Date In ▾	Status
Leave Hours Detail	pdf	1/22/2014 6:22PM	Complete

- 8 To view the report, click the report name and select **View Report**. (Sample leave reports display in the following section.)

REPORTS

SELECT REPORTS

CHECK REPORT STATUS

View Report

Refresh Status

Delete

Report Name	Format	Date In ▾	Status
Leave Hours Detail	pdf	1/22/2014 6:22PM	Complete

- 9 (Optional) To print the report, click the print icon on the floating menu bar.





Sample Leave Reports

Leave Hours Detail

The Leave Hours Detail report lists detailed leave information for employees with open or closed leave cases for the requested time period.

Use the Leave Hours Detail report when you want to view leave information included in the Leave Cases View and the Leave Hours View, in one convenient report.

The report is sorted alphabetically by employee and includes (but is not limited to):

- Leave Case Status
- Leave Type
- Leave Type Amount
- Leave Category
- Leave Reason
- Committed Hours
- Additional Information

The following illustration is an example of the Leave Hours Detail report.

Leave Hours Detail						Executed on: 1/22/2014 5:22PM GMT-06:00			
						Printed for: JohnA.Manager1			
Time Period:		12/01/2013 - 2/14/2014							
Query:		All Home							
Leave Case Status	Leave Category	Leave Case Reason	Leave Frequency	Leave Case Code	Initial Leave Request Date	Leave Start Date	Leave End Date	Latest Committed Date/Paid Leave	Latest Committed Date/Unpaid Leave
Stamp1, SandyA		ID:		10401					
Open	Family	Family - Parent Intermittent		FPARNT	1/22/2014	12/1/2013		2/5/2014	2/5/2014
		Day	Date	Indicator	Leave Time Amount		Leave Type	Committed Hours	Additional Information
		Rule: Family - Serious Health Condition as of 12/1/2013							
		Sun	12/1/2013						First Day
		Mon	12/2/2013		8:00		LV - Sick	8:00	
							FMLA Family - Serious Health Condition	8:00	
		Wed	2/5/2014		4:00		LV - Sick	4:00	
							FMLA Family - Serious Health Condition	4:00	
		Leave Case Totals for Selected Time Period							
		Leave Type				Total Committed Hours			
		LV - Sick				12:00			
		FMLA Family - Serious Health				12:00			
		Committed Leave Time: 12:00							
Total Number of Employees: 1									



Leave Hours Summary

The Leave Hours Summary report lists, for each employee, all open or closed leave cases in the requested time period, as well as any requested leave cases in the requested time period.

Use the Leave Hours Summary report to itemize and record total committed hours in a specified time period.

The report is sorted alphabetically by employee and includes (but is not limited to):

- Leave Case Status
- Leave Category
- Leave Reason
- Total Committed Continuous Hours
- Total Committed Intermittent Hours

The following illustration is an example of the Leave Hours Summary report.

Leave Hours Summary										Executed on:	1/23/2014 3:35PM GMT-05:00
Time Period: 12/01/2013 - 2/15/2014										Printed for:	SuperUser
Query: All Home											
Leave Case Status	Leave Category	Leave Case Reason	Leave Frequency	Leave Case Code	Initial Leave Request Date	Leave Start Date	Leave End Date	Total Committed Paid Hours	Total Committed Unpaid Hours	Total Committed Continuous Hours	Total Committed Intermittent Hours
Stamp1, SandyA ID: 10401											
Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		12:00	12:00	0:00	12:00
Total:								12:00	12:00	0:00	12:00
Stamp1, SandyB ID: 20401											
Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		8:00	8:00	0:00	8:00
Total:								8:00	8:00	0:00	8:00
Stamp1, SandyC ID: 30401											
Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		8:00	8:00	0:00	8:00
Total:								8:00	8:00	0:00	8:00
Stamp1, SandyD ID: 40401											
Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		0:00	0:00	0:00	0:00
Total:								0:00	0:00	0:00	0:00
Stamp1, SandyE ID: 50401											
Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		8:00	8:00	0:00	8:00
Total:								8:00	8:00	0:00	8:00
Total Number of Employees: 10											

Stamp1, SandyA ID: 10401											
Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		12:00	12:00	0:00	12:00
Total:								12:00	12:00	0:00	12:00



Leave Hours Summary (Excel)

The options and report content in the Leave Hours Summary (Excel) report are the same as the Leave Hours Summary report.

Use the Leave Hours Summary (Excel) report if you plan to export the results to Excel for further sorting and analysis.

The following illustration is an example of the Leave Hours Summary (Excel) report.

Leave Hours Summary (Excel)													
Time Period: 12/01/2013 - 2/15/2014													
Query: All Home													
Executed on: 1/23/2014 3:59PM GMT-05:00													
Printed for: SuperUser													
Name	ID	Leave Case Status	Leave Category	Leave Case Reason	Leave Frequency	Leave Case Code	Initial Leave Request Date	Leave Start Date	Leave End Date	Total Committed Paid Hours	Total Committed Unpaid Hours	Total Committed Continuous Hours	Total Committed Intermittent Hours
Punch1, PennyA	10201	Open	Self	Birth	Continuous	FBABY	1/21/2014	12/2/2013	1/31/2014	0:00	0:00	0:00	0:00
Punch1, PennyB	20201	Open	Family	Family - Parent	Intermittent	FPARNT	1/21/2014	12/1/2013		0:00	0:00	0:00	0:00
Punch1, PennyC	30201	Open	Family	Family - Parent	Intermittent	FPARNT	1/21/2014	12/1/2013		0:00	0:00	0:00	0:00
Punch1, PennyD	40201	Open	Family	Family - Parent	Intermittent	FPARNT	1/21/2014	12/1/2013		0:00	0:00	0:00	0:00
Punch1, PennyE	50201	Open	Family	Family - Parent	Intermittent	FPARNT	1/21/2014	12/1/2013		0:00	0:00	0:00	0:00
Stamp1, SandyA	10401	Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		12:00	12:00	0:00	12:00
Stamp1, SandyB	20401	Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		8:00	8:00	0:00	8:00
Stamp1, SandyC	30401	Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		8:00	8:00	0:00	8:00
Stamp1, SandyD	40401	Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		0:00	0:00	0:00	0:00
Stamp1, SandyE	50401	Open	Family	Family - Parent	Intermittent	FPARNT	1/22/2014	12/1/2013		8:00	8:00	0:00	8:00



Appendix

Frequency and Duration

The Frequency and Duration reminders are set up through the Leave case on the Frequency and Duration section of the general tab.

The screenshot displays the 'LEAVE CASE EDITOR' interface for a user named IRWIN, GUY L. (10067929). The 'Leave Case' is identified as CHEXG 5/06/2013 - 6/08/2013. The 'GENERAL' tab is selected, showing a sidebar with navigation links: Case Summary, Additional Information, Eligibility & Leave Types, Documents, Document Status, Frequency & Duration (highlighted), Notifications, Employment Status, and Leave Rules. The main content area is titled 'FREQUENCY & DURATION' and includes the following fields:

- Leave Start Date:** 5/06/2013
- Leave End Date:** 6/08/2013
- Initial Leave Request Date:** 4/09/2013
- Frequency:** 2 times per 6 Week(s) Period
- Duration:** hours or day(s) per episode
- Total Time:** Total of hours per Month Period
- Estimated Reduced Schedule:** hours per day; days per week from through
- * Start Date:** 5/06/2013
- Expiration Date:** 6/07/2013
- Note:** Test

At the bottom of the form, there are three buttons: 'Save & Next', 'Save New Version & Next', and 'History'.



Frequency and Duration = Total Time

LEAVE CASE EDITOR Person & Id IRVIN, GUY L (10067929)
Leave Case CHEXG 5/06/2013 - 6/08/2013

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Save & Return Return Refresh

- Case Summary
- Additional Information
- Eligibility & Leave Types
- Documents
- Document Status
- Frequency & Duration
- Notifications
- Employment Status
- Leave Rules

FREQUENCY & DURATION

Leave Start Date 5/06/2013
Leave End Date 6/08/2013

Frequency: 2 times per 5 Week(s) Period
Duration: hours or day(s) per episode

Total Time
Total of hours per Month Period

Estimated Reduced Schedule
hours per day; days per week
from through

* Start Date 5/06/2013
Expiration Date 6/07/2013
Note Test

Save & Next → Save New Version & Next → History

Frequency would be based on the certification from the employee's doctor.

The duration can be defined in hours or days per episode

LEAVE CASE EDITOR Person & Id IRVIN, GUY L (10067929)
Leave Case CHEXG 5/06/2013 - 6/08/2013

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Save & Return Return Refresh

- Case Summary
- Additional Information
- Eligibility & Leave Types
- Documents
- Document Status
- Frequency & Duration
- Notifications
- Employment Status
- Leave Rules

FREQUENCY & DURATION

Leave Start Date 5/06/2013
Leave End Date 6/08/2013 Initial Leave Request Date 4/09/2013

Frequency: 2 times per 5 Week(s) Period
Duration: hours or day(s) per episode

Total Time
Total of hours per Month Period

Estimated Reduced Schedule
hours per day; days per week
from through

* Start Date 5/06/2013
Expiration Date 6/07/2013
Note Test

Save & Next → Save New Version & Next → History

The total number of hours per period can be defined based on the certification.



Frequency and Duration - Configuration

LEAVE CASE EDITOR

Person & Id Leave 8, Test (LV008)
Leave Case T - Lo 7/07/2014 - 7/25/2014

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Save & Return Return Refresh

→ Case Summary
→ Additional Information
→ Eligibility & Leave Types
→ Documents
→ Document Status
→ Frequency & Duration
→ Notifications
→ Employment Status
→ Leave Rules

This Configuration shows a frequency of 2 times per 6 weeks.

FREQUENCY & DURATION

Leave Start Date 7/07/2014
Leave End Date 7/25/2014 Initial Leave Request Date 3/25/2014

Frequency: 2 times per 6 Week(s) Period
Duration: hours or day(s) per episode

Total Time
Total of hours per Period

Estimated Reduced Schedule
hours per day; days per week
from through

* Start Date 7/07/2014
Expiration Date
Note

Save & Next → Save New Version & Next → History

Frequency and Duration – Estimated Reduced Schedule

LEAVE CASE EDITOR

Person & Id IRWIN, GUY L (10087929)
Leave Case CHIEG 5/06/2013 - 6/08/2013

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Save & Return Return Refresh

→ Case Summary
→ Additional Information
→ Eligibility & Leave Types
→ Documents
→ Document Status
→ Frequency & Duration
→ Notifications
→ Employment Status
→ Leave Rules

FREQUENCY & DURATION

Leave Start Date 5/06/2013
Leave End Date 6/08/2013 Initial Leave Request Date 4/09/2013

Frequency: 2 times per 8 Week(s) Period
Duration: hours or day(s) per episode

Total Time
Total of hours per Month Period

Estimated Reduced Schedule
hours per day; days per week
from through

* Start Date 5/06/2013
Expiration Date 6/07/2013
Note Test

Save & Next → Save New Version & Next → History

We can define the Estimated Reduced scheduled number of hours per days of the week and define start and end times. This field is informational and a place to record additional information that is included in the certification.

This field does not change the employee's schedule in Kronos.



Frequency and Duration – Dates and Notes

LEAVE CASE EDITOR Person & Id: RWRN, GUY L (10067929)
Leave Case: CHEXG 5/06/2013 - 6/08/2013

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Save & Return Return Refresh

Case Summary
Additional Information
Eligibility & Leave Types
Documents
Document Status
Frequency & Duration
Notifications
Employment Status
Leave Rules

FREQUENCY & DURATION

Leave Start Date: 5/06/2013
Leave End Date: 6/08/2013
Initial Leave Request Date: 4/09/2013

Frequency: 2 times per 6 Week(s) Period
Duration: hours or day(s) per episode

Total Time
Total of hours per Month Period

Estimated Reduced Schedule
hours per day; days per week
from through

* Start Date: 5/06/2013
Expiration Date: 6/07/2013
Note: Test

Save & Next Save New Version & Next History

Start dates and expiration dates can be included based on the information received from the certification. The Leave Administrator can also add notes to the frequency and duration screen



Notifications

LEAVE CASE EDITOR

Person & ID: RWBL, GUY L (10067929)
Leave Case: CHENG 5/06/2013 - 6/06/2013

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Save & Return Return Refresh

Case Summary
Additional Information
Eligibility & Leave Types
Documents
Document Status
Frequency & Duration
Notifications
Employment Status
Leave Rules

NOTIFICATIONS

Leave Start Date: 5/06/2013
Leave End Date: 6/06/2013
Initial Leave Request Date: 4/09/2013

New Refresh Notification

Name	Notification Type	Date	Active/Inactive
Test Approaching Cert Expiration - Date Driven	Date Based	6/02/2013	Active

Please select a notification to view or edit its details.

Save & Next →

Notifications can be refreshed.

Notifications - Details

LEAVE CASE EDITOR

Person & ID: RWBL, GUY L (10067929)
Leave Case: CHENG 5/06/2013 - 6/06/2013

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Save & Return Return Refresh

Case Summary
Additional Information
Eligibility & Leave Types
Documents
Document Status
Frequency & Duration
Notifications
Employment Status
Leave Rules

NOTIFICATIONS

Leave Start Date: 5/06/2013
Leave End Date: 6/06/2013
Initial Leave Request Date: 4/09/2013

New Duplicate Save Notification Refresh Notification Delete

Name	Notification Type	Date	Active/Inactive
Test Approaching Cert Expiration - Date Driven	Date Based	6/02/2013	Active
Test Approaching Cert Expiration - Date Driven copy	Date Based	6/02/2013	Active

NOTIFICATION DETAILS

* Name: Test Approaching Cert Expiration - Date Driven copy
Description:
* Notification: Leave Test
* Active: ☒
* Notification Type: Date Based
* Date: 6/02/2013
Notes:

Save & Next →

Once the Notification is refreshed, the notification details screen displays. On this screen, the notification can be set to inactive and the Notification Type can be changed from Date Based to Limit Based.



Notifications - Actions

LEAVE CASE EDITOR Person & ID: RWL, GUY L (10067929)
Leave Case: CHENG 5/06/2013 - 6/05/2013

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Save & Return Return Refresh

Case Summary
Additional Information
Eligibility & Leave Types
Documents
Document Status
Frequency & Duration
Notifications
Employment Status
Leave Rules

NOTIFICATIONS

Leave Start Date: 5/06/2013
Leave End Date: 6/05/2013
Initial Leave Request Date: 4/09/2013

New Duplicate Save Notification Refresh Notification Delete

Name	Notification Type	Date	Active/Inactive
Test Approaching Cert Expiration - Date Driven	Date Based	6/02/2013	Active
Test Approaching Cert Expiration - Date Driven copy	Date Based	6/02/2013	Active

NOTIFICATION DETAILS

Name: Test Approaching Cert Expiration - Date Driven copy
Description:
Notification: Leave Test
Active: ☒
Notification Type: Limit Based

Times Per: Period:
Duration/Total Hours Limit: Start Date:
Frequency Limit: End Date:
Notes:

Notifications can be duplicated, saved, deleted and refreshed from this screen. New notifications can also be created.

Notifications – Limit Based

Timescard | Schedule | People | Reports | More

LEAVE CASE EDITOR Person & ID: RWL, GUY L (10067929)
Leave Case: CHENG 5/06/2013 - 6/05/2013

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Save & Return Return Refresh

Case Summary
Additional Information
Eligibility & Leave Types
Documents
Document Status
Frequency & Duration
Notifications
Employment Status
Leave Rules

NOTIFICATIONS

Leave Start Date: 5/06/2013
Leave End Date: 6/05/2013
Initial Leave Request Date: 4/09/2013

New Duplicate Save Notification Refresh Notification Delete

Name	Notification Type	Date	Active/Inactive
Test Approaching Cert Expiration - Date Driven	Date Based	6/02/2013	Active
Test Approaching Cert Expiration - Date Driven copy	Date Based	6/02/2013	Active

NOTIFICATION DETAILS

Name: Test Approaching Cert Expiration - Date Driven copy
Description:
Notification: Leave Test
Active: ☒
Notification Type: Limit Based

Times Per: 2 Period: Week(s)
Duration/Total Hours Limit: 1 Start Date: 5/06/2013
Frequency Limit: End Date: 6/05/2013
Notes: Test Limit based notification

Once the Notification Type is changed to Limit Based, fields with additional options display.



Notifications – Date Based

LEAVE CASE EDITOR Person & ID: RIVIN, GUY L (10067929)
Leave Case: FWRG 4/15/2013 - 6/08/2013

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Save & Return Return Refresh

Case Summary
Additional Information
Eligibility & Leave Types
Documents
Document Status
Frequency & Duration
Notifications
Employment Status
Leave Rules

NOTIFICATIONS

Leave Start Date: 4/15/2013
Leave End Date: 6/08/2013
Initial Leave Request Date: 4/09/2013

New Duplicate Save Notification Refresh Notification Delete

	Name	Notification Type	Date	Active/Inactive
<input type="checkbox"/>	Test Approaching Cert Expiration - Date Driven	Date Based	6/02/2013	Inactive
<input type="checkbox"/>	Test Approaching Cert Expiration - Date Driven copy	Date Based	6/02/2013	Inactive
<input type="checkbox"/>	Test Approaching Cert Expiration - Date Driven_2	Date Based	6/02/2013	Active
<input type="checkbox"/>	Test Approaching Cert Expiration - Date Driven copy	Limit Based	5/06/2013 - 6/08/2013	Active

NOTIFICATION DETAILS

* Name: Test Approaching Cert Expiration - Date Driven copy * Notification: Leave Test
Description: * Active: ☐
* Notification Type: Date Based

* Date: 6/02/2013
Notes:

When Date Based is selected, fields for date and notes display.



FMLA Long Leave Without Pay

Using the Leave Cascade

To use the Leave Cascade, the **Paid Leave Types** should remain selected.

Timecard | Schedule | People | Reports | Leave Cases

GENERAL | LEAVE REQUESTS | LEAVE CALENDAR | TAKINGS LIST | AUDITS

Save | Save & Return | Return | Refresh

→ Case Summary
→ Additional Information
→ Eligibility & Leave Types
→ Documents
→ Document Status
→ Frequency & Duration
→ Notifications
→ Employment Status
→ Leave Rules

ELIGIBILITY & LEAVE TYPES

Leave Start Date 3/20/2014
Leave End Date <None> Initial Leave Request Date 3/20/2014

Employee is eligible for the following Leave Type(s) as of Leave Start Date: [Check Eligibility →](#)

* Leave Balances as of 3/31/2014 [Apply](#) [Bypass Eligibility Check →](#) [Grant Leave →](#)

Use in this Leave Case	Paid Leave Type	Committed Hours	Available Balance
<input checked="" type="checkbox"/>	LV - Annual	0:00	330:35
<input checked="" type="checkbox"/>	LV - Comp	0:00	0:00
<input checked="" type="checkbox"/>	LV - Excess Annual	0:00	0:00
<input checked="" type="checkbox"/>	LV - Leave Without Pay	0:00	9999:00
<input checked="" type="checkbox"/>	LV - Long Leave Without Pay	0:00	9999:00
<input checked="" type="checkbox"/>	LV - Sick	0:00	556:50

NOTE: If LV – Long Leave Without Pay is selected with other leave types that have a balance, only the other types will be used. That is LV-Long Leave Without Pay will **NOT** be used.

But, if LV – Long Leave Without Pay is selected with other leave types that **DO NOT** have a balance, only LV – Long Leave Without Pay will be used.



Using Long Leave Without Pay

In order to use **LV-Long Leave Without Pay**, all other **Paid Leave Types** must be **unchecked**. That is, uncheck all "Paid Leave Types" EXCEPT **LV-Long Leave Without Pay**.

Timecard | Schedule | People | Reports | Leave Cases

LEAVE CASE EDITOR

Person & Id SANDERS, TERRY W (156503)
Leave Case SLFILL 3/20/2014 - <None>

GENERAL | LEAVE REQUESTS | LEAVE CALENDAR | TAKINGS LIST | AUDITS

Save | Save & Return | Return | Refresh

→ Case Summary
→ Additional Information
→ Eligibility & Leave Types
→ Documents
→ Document Status
→ Frequency & Duration
→ Notifications
→ Employment Status
→ Leave Rules

ELIGIBILITY & LEAVE TYPES

Leave Start Date 3/20/2014
Leave End Date <None> Initial Leave Request Date 3/20/2014

Employee is eligible for the following Leave Type(s) as of Leave Start Date: [Check Eligibility ->](#)

* Leave Balances as of 3/31/2014 [Apply](#) [Bypass Eligibility Check ->](#) [Grant Leave ->](#)

Use in this Leave Case	Paid Leave Type	Committed Hours	Available Balance
<input type="checkbox"/>	LV - Annual	0:00	330:35
<input type="checkbox"/>	LV - Comp	0:00	0:00
<input type="checkbox"/>	LV - Excess Annual	0:00	0:00
<input type="checkbox"/>	LV - Leave Without Pay	0:00	9999:00
<input checked="" type="checkbox"/>	LV - Long Leave Without Pay	0:00	9999:00
<input type="checkbox"/>	LV - Sick	0:00	556:50

NOTE: If **LV – Long Leave Without Pay** is selected **with** other leave types that **have a balance**, **only** the **other types** will be used. Since **LV-Long Leave Without Pay** will **NOT** be used, it should be unchecked.

But, if **LV – Long Leave Without Pay** is selected **with** other leave types that **DO NOT** have a balance, then only **LV – Long Leave Without Pay** will be used.



Long Military Leave Without Pay

This category does not cascade through the leave types. All leave types are selected by default. Any that are not to be used must be unselected.

Note: If more than one leave type is selected, ALL selected types will be used. That is, the employee will be erroneously charged time from each selected type.

For example, two types are selected in the screen shot below.

LEAVE CASE EDITOR

Person & Id SANSOM, LINDA G (59685)
Leave Case MILFED 4/01/2014 - <None>

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Save & Return Return Refresh

Case Summary
Additional Information
Eligibility & Leave Types
Documents
Document Status
Frequency & Duration
Notifications
Employment Status
Leave Rules

ELIGIBILITY & LEAVE TYPES

Leave Start Date 4/01/2014
Leave End Date <None> Initial Leave Request Date 3/21/2014

Employee is eligible for the following Leave Type(s) as of Leave Start Date: [Check Eligibility ->](#)
[Bypass Eligibility Check ->](#)
[Grant Leave ->](#)

* Leave Balances as of 3/31/2014 [Apply](#)

Use in this Leave Case	Paid Leave Type	Committed Hours	Available Balance
<input checked="" type="checkbox"/>	LV - Annual	0.00	480.00
<input type="checkbox"/>	LV - Comp	0.00	0.00
<input type="checkbox"/>	LV - Excess Annual	0.00	50.20
<input type="checkbox"/>	LV - Holiday	0.00	0.00
<input checked="" type="checkbox"/>	LV - Long Military Leave Without Pay	0.00	9999.00
<input type="checkbox"/>	LV - Military Leave Without Pay	0.00	9999.00
<input type="checkbox"/>	LV - Personal	0.00	8.00
<input type="checkbox"/>	LV - Sick	0.00	122.55
<input type="checkbox"/>	Military Leave - Federal	0.00	168.00

The result of selecting two leave type codes above is that **both types will be charged**. In the screen shot below, the codes in blue text indicate the time that will be charged from each type. This employee would be charged twice in error.

Timecard | Schedule | People | Reports | Leave Cases

LEAVE CASE EDITOR

Person & Id SANSOM, LINDA G (59685)
Leave Case MILFED 4/01/2014 - <None>

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Save & Return Return Refresh Day Detail Select an Action

Time Period Next Pay Period 4/01/2014 - 4/30/2014 [Apply](#)

View Width ☒ Week ☐ Month ☐ Multiple Months

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	30	31	1 MILFED First Day MILFED 8:00 LMLWOP 8:00 LVAnul 8:00 MILDTY 8:00	2	3	4	5
	6	7	8	9	10	11	12



The correct way to do this is to use only one type. In the following example, **LV-Long Military Leave Without Pay** will be used. All other types will be unchecked.

LEAVE CASE EDITOR

Person & Id SANSOM, LINDA G (59685)
Leave Case MILFED 4/10/2014 - <None>

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Save & Return Return Refresh

Case Summary
Additional Information
Eligibility & Leave Types
Documents
Document Status
Frequency & Duration
Notifications
Employment Status
Leave Rules

ELIGIBILITY & LEAVE TYPES

Leave Start Date 4/10/2014
Leave End Date <None> Initial Leave Request Date 4/09/2014

Eligibility Requirements have been bypassed.

Check Eligibility →
Bypass Eligibility Check →
Grant Leave →

* Leave Balances as of 4/30/2014 Apply

Use in this Leave Case	Paid Leave Type	Committed Hours	Available Balance
<input type="checkbox"/>	LV - Annual	0:00	480:00
<input type="checkbox"/>	LV - Comp	0:00	0:00
<input type="checkbox"/>	LV - Excess Annual	0:00	50:50
<input type="checkbox"/>	LV - Holiday	0:00	0:00
<input checked="" type="checkbox"/>	LV - Long Military Leave Without Pay	0:00	9999:00
<input type="checkbox"/>	LV - Military Leave Without Pay	0:00	9999:00
<input type="checkbox"/>	LV - Personal	0:00	0:00
<input type="checkbox"/>	LV - Sick	0:00	111:05

Once takings have been projected, the calendar displays with leave time charged only to one Leave type. This is correct. The time can now be committed to the timecard.

NOTE: If any projected, uncommitted time is in the calendar when the leave type is changed, the projected, uncommitted time **will be changed** to the new leave type. Committed time will not be changed.

LEAVE CASE EDITOR

Person & Id SANSOM, LINDA G (59685)
Leave Case MILFED 4/10/2014 - <None>

GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS

Save Save & Return Return Refresh Day Detail Select an Action

Time Period Current Pay Period 4/01/2014 - 4/30/2014 Apply

View Width Week Month Multiple Months

	Sun	Mon	Tue	Wed	Thu	Fri
	30	31	1	2	3	4
	6	7	8	9	10 MILFED First Day MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	11 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00
Apr	13	14 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	15 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	16 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	17 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	18 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00
	20	21 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	22 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	23 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	24 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	25 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00
	27	28 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	29 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	30 MILFED 8:00 LMLWOP 8:00 MILDTY 8:00	1	2



Non-FMLA Long Leave Without Pay

For an employee who has been on leave without pay that is not related to an FMLA case for 19 consecutive days, the **Non-FMLA Long Leave Without Pay** category may be used for tracking purposes.

The screenshot shows the 'CASE SUMMARY' tab in the eSTART system. The left sidebar contains a navigation menu with options: Case Summary, Additional Information, Eligibility & Leave Types, Documents, Document Status, Frequency & Duration, Notifications, Employment Status, and Leave Rules. The main content area is titled 'CASE SUMMARY' and includes the following fields:

- Leave Start Date:** 4/07/2014
- Leave End Date:** (empty)
- Initial Leave Request Date:** 3/28/2014
- Requested Daily Leave Hours:** Same each day/Variable
- Total Committed Takings:** 0:00
- Paid Leave:** 0:00
- Unpaid Leave:** 0:00
- Case Status:** Open
- Effective Date:** 3/28/2014
- Leave Category:** Non FMLA LONG LEAVE WITHOUT PAY
- Reason:** Long Leave Without Pay
- Leave Frequency:** Continuous
- Effective Date:** 4/07/2014
- Leave Case Code:** LLWOP
- Case Approval Status:** Approved
- Effective Date:** 3/28/2014
- Temporary Mailing Address:** (empty)
- Details:** (empty)

1. Select **Save & Next** button.

The screenshot shows the 'ELIGIBILITY & LEAVE TYPES' tab in the eSTART system. The left sidebar contains a navigation menu with options: Case Summary, Additional Information, Eligibility & Leave Types, Documents, Document Status, Frequency & Duration, Notifications, Employment Status, and Leave Rules. The main content area is titled 'ELIGIBILITY & LEAVE TYPES' and includes the following fields:

- Leave Start Date:** 4/07/2014
- Leave End Date:** <None>
- Initial Leave Request Date:** 3/28/2014
- Employee is eligible for the following Leave Type(s) as of Leave Start Date:** (checked)
- Check Eligibility:** (button)
- Bypass Eligibility Check:** (button)
- Grant Leave:** (button)
- * Leave Balances as of:** 4/30/2014
- Apply:** (button)

Use in this Leave Case	Paid Leave Type	Committed Hours	Available Balance
<input checked="" type="checkbox"/>	LV - Long Leave Without Pay	0:00	9999:00

Use in this Leave Case	Unpaid Leave Type	Committed Hours	Available Balance
<input checked="" type="checkbox"/>	Non-FMLA Tracking	0:00	9999:00

2. Select **Bypass Eligibility Check** button. The **LV-Long Leave Without Pay** leave type displays as the default selection.
3. Select **Save & Next** button.



4. Select the **Long Leave Without Pay** pay rule.
5. Then select the **Save** button.

LEAVE CASE EDITOR

Person & Id: BARLOW, BEN (118670)
Leave Case: LLWOP 4/07/2014 - <None>

GENERAL | LEAVE REQUESTS | LEAVE CALENDAR | TAKINGS LIST | AUDITS

Save **Save & Return** **Return** **Refresh** **View Rule** **Edit Rule for this Case →**

→ Case Summary
→ Additional Information
→ Eligibility & Leave Types
→ Documents
→ Document Status
→ Frequency & Duration
→ Notifications
→ Employment Status
→ Leave Rules

LEAVE RULES

Leave Start Date: 4/07/2014 Leave Frequency: Continuous as of 4/07/2014
Leave End Date: <None> Initial Leave Request Date: 3/28/2014

	Leave Rule	* Effective Date
<input type="checkbox"/>	<input type="checkbox"/> Long Leave Without Pay →	4/07/2014 <input type="text"/>

Save

The time may then be projected and committed to the timecard.